Staff Code of Conduct

Pippa Pop-ins Nursery Schools

Pippa Pop-ins 165 New King's Road (Ofsted ID: EY449873)

Pippa Pop-ins 233 New King's Road (Ofsted ID: EY449869)

Pippa Pop-ins 430 Fulham Road (Ofsted ID: EY449872)

Pippa Pop-ins 5 Kensington Place (Ofsted ID: EY489562)

Pippa Pop-ins 91-93 Princedale Road (Ofsted ID: 2857426)

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Pippa Pop-ins®
Nursery Schools

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1. Scope and Application

1.1 This policy applies to:
Pippa Pop-ins 165 New King's Road (Ofsted ID: EY449873) ("**Pippa Pop-ins**")
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1.2 This policy applies to all employees, including directors, apprentices, casual workers, whether on permanent or temporary contracts, volunteers, agency workers, consultants and contractors (collectively '**staff**'). This policy does not form part of any contract of employment or consultancy agreement and Pippa Pop-ins may amend it at any time.

1.3 This Code of Conduct must be provided to all staff on induction, so that they are clear about professional conduct and boundaries.

2. Policy Aims

2.1 This policy aims to help staff establish the safest possible learning and working environments in order to safeguard children and reduce the risk of staff being falsely accused of improper or unprofessional conduct

3. Responsibilities

3.1 The welfare of the child is paramount (Children Act 1989).

3.2 Staff are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions.

3.3 Staff should work, and be seen to work, in an open and transparent way.

3.4 Staff should submit a Low-Level Concern (See section 27 of Safeguarding and Child Protection Policy) and discuss, and/or take advice promptly from the Designated Safeguarding Lead (**DSL**) over any incident which may give rise to concern.

3.5 Records should be made of any such incident and of decisions made/further actions agreed, in accordance with the Pippa Pop-ins' Data Protection Policy.

3.6 All staff are made aware of the DSLs in each nursery and full contact details for the Lead DSL, DSL and all Deputy DSLs are set out in the Safeguarding and Child Protection Policy. All staff should be familiar with local child protection arrangements and understand their responsibilities to safeguard and protect children. This information is also contained in the Safeguarding and Child Protection Policy.

3.7 Staff should be aware that breaches of the law and other professional guidelines could result in criminal or disciplinary action being taken against them. Pippa Pop-ins' Disciplinary Procedure (see the Grievance and Disciplinary Policy) contains specific examples of offences which are normally regarded as gross misconduct. The Safeguarding and Child Protection Policy outlines the Pippa Pop-ins' responsibilities and procedures for reporting to external

agencies allegations of practices or behaviour which have put (or may have put) children at risk of significant harm.

4. Duty of Care

4.1 All staff have a duty to keep children people safe and to protect them from physical and emotional harm. This duty is in part exercised through the development of respectful, caring, and professional relationships between staff and children and behaviour by staff that demonstrates integrity, maturity, and good judgement.

4.2 Employers have a duty of care towards their employees under the Health and Safety at Work Act 1974 which requires them to provide a safe working environment for staff and guidance about safe working practices. The Act also imposes a duty on employees to take care of themselves and anyone else who may be affected by their actions or failings. In this respect, the duty of care towards both staff and children can be demonstrated through the use of these guidelines.

5. Exercise of Professional Judgement and Training

5.1 Staff should always maintain appropriate professional boundaries, avoid behaviour which could be misinterpreted by children or others and report any such incident using the Low-Level Concern procedures. This is as relevant in the online world as it is in the classroom; staff engaging with children and/or parents online have a responsibility to model safe practice at all times.

5.2 This guidance cannot provide a complete checklist of what is, or is not, appropriate behaviour for staff. It does highlight, however, behaviour that is illegal, inappropriate, or inadvisable. There will be occasions and circumstances in which staff have to make decisions, or take action, in the best interests of the child which could contravene this guidance or where no guidance exists.

5.3 Pippa Pop-ins recognises the importance of appropriate training in informing staff's professional judgement. Head of the Nursery is responsible for ensuring that all staff who are new receive training in this Code of Conduct, the Safeguarding and Child Protection policy, Whistleblowing procedures, and all mandatory nursery training modules on BOB which form part of the induction process. This training will also include informing staff about behaviour which may constitute serious misconduct, as outlined in our Disciplinary Procedure (Conduct). The DSL is responsible for ensuring that all staff are informed of any substantive changes to policies and guidelines which relate to child protection and safe working with children. The DSL will provide refresher training throughout the academic year, or as appropriate.

6. Power and Positions of Trust

6.1 As a result of their knowledge, position and/or the authority invested in their role, all adults working with children in childcare and education settings are in positions of trust in relation to the children in their care. A relationship between a member of staff and a child cannot be a relationship between equals. There is potential for exploitation and harm of vulnerable children and staff have a responsibility to ensure that an unequal balance of power is not used for personal advantage or gratification.

6.2 Staff should always avoid behaviour which might be misinterpreted by others, and report and record any incident with this potential by submitting a Low-Level Concern.

7. General Conduct

7.1 The staff Code of Conduct promotes the safety, welfare and good physical and mental health of staff and children.

7.2 **Smoking**: Pippa Pop-ins has obligations to ensure the wellbeing of all members of staff and children. To facilitate this, and in the interests of providing a pleasant environment for all, Pippa Pop-ins prohibits smoking (to include the smoking of e-cigarettes or vaping) and use of any other smoking related product (such as nicotine substitutes or snus) or paraphernalia on all nursery premises at any time. Staff should not smoke (to include the smoking of e-cigarettes, vaping or use of snus) within sight of children during trips, visits or when otherwise discharging their professional duties off the nursery site.

7.3 **Alcohol**: staff must not, under any circumstances, consume or be under the influence of any alcohol when children are present, or within their care, or at any other time when carrying out their professional duties.

7.4 **Drugs and substances**: for the purposes of this policy 'drugs' covers controlled drugs and the paraphernalia of drugs, psychoactive substances or substances intended to resemble drugs, or 'legal' drugs which can be obtained from a chemist shop, performance enhancing drugs, anabolic steroids, glue, and other substances held or supplied in each case for purposes of misuse.

Controlled substances: it is a criminal offence to use, possess or deal in any controlled substances and anyone found through the disciplinary procedure to be involved in any of these activities, whether during or outside working hours, will normally be dismissed for gross misconduct. Pippa Pop-ins will notify the police where appropriate.

Pippa Pop-ins does not permit drugs (as defined above), other than prescribed drugs, to be used or stored on nursery premises; if in any doubt, please consult your line manager/HR before bringing any drugs onto the nursery site. All prescribed drugs, or other legal medications (e.g., paracetamol), must be stored appropriately when on the nursery site to prevent access by others in line with the staff procedures contained within the Administering Medicine to Children Policy. Under no circumstances is the sale of drugs (prescribed or not) permitted.

It is strictly forbidden to come to work, or to remain at work, under the influence of any drug (as defined above); if in any doubt, please consult your line manager/Head of Nursery before coming to work. If you have been prescribed drugs whose side effects could have an impact on your work or behaviour, you should report this immediately to your line manager/Head of Nursery. If Pippa Pop-ins considers that you are under the influence of any drug (including prescribed drugs which have, or could have, affected your work or behaviour, and of which you have failed to notify your line manager/HR), disciplinary action will normally be taken, which could render a member of staff liable to summary dismissal after an appropriate hearing.

7.5 Staff must not engage in conduct (including through other employment) outside work which could reasonably be expected to damage the reputation and standing of Pippa Pop-ins. Staff must exercise caution when using information technology, including social networking sites, and be aware of the risks to themselves and others.

7.6 Staff have a duty to inform Pippa Pop-ins of personal relationships that may give rise to a safeguarding risk to children at our nurseries.

7.7 On occasions when adults are socialising in groups, in public locations, it is important that professional standards are maintained, and no opportunity is given to children or parents to compromise these.

7.8 Staff must inform the Head of Nursery and Principal immediately if they are arrested or subject to a criminal conviction or caution. Where safeguarding concerns arise, the Head of Nursery will carry out a formal risk assessment to identify and mitigate any potential risk to children and staff

8. Sexual Contact with Children and Young People

8.1 Any sexual behaviour by a member of staff with or towards a child or young person is both inappropriate and illegal.

8.2 The Sexual Offences Act 2003 makes it an offence for a person aged 18 or over (e.g. teacher, language assistant, GAP assistant) 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. A situation where a person is in a position of trust could arise where the child is in full-time education and the person looks after children in the same establishment as the child, even if they do not teach the child.

8.3 It is also an offence to involve children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males; any adult can commit acts of sexual abuse, as can other children.

9. Grooming and Sexual Communication with Children

9.1 Grooming is the process by which an individual prepares a child, significant adults, and the environment for abuse of this child. All staff should be aware of the paradigm patterns of grooming which are listed in the Safeguarding and Child Protection Policy. All staff should try as far as possible not to do anything (such as conferring special attention and favour upon a child, gift giving, inappropriate social contact) which might be construed as being part of a grooming process.

9.2 Staff should also avoid any form of communication with a child which could be interpreted as sexually suggestive or provocative, either in verbal comments, letters, notes, electronic mail, phone calls, texts, social media, or through inappropriate physical contact.

10. Confidentiality

10.1 Members of staff may have access to personal details about children in order to undertake their everyday responsibilities. In some circumstances, staff may be given additional highly sensitive or private information. Such information should be treated in a discreet and confidential manner. In particular, staff should never use online media to discuss children, colleagues, parents, or carers or to criticise colleagues, Pippa Pop-ins' leadership team or others within the nursery community.

10.2 To help ensure sensitive data is suitably protected, staff are expected to:

10.2.1 use strong passwords for digital accounts which are changed regularly;

10.2.2 protect nursery-issued mobile devices with a password or PIN, whether in or outside of nursery, to protect access to its content and prevent potential misuse;

10.2.3 when required by nursery systems, use two factor authentication to access sensitive data.

10.3 Confidential information about a child should never be used casually in conversation or shared with any person other than on a need-to-know basis. In circumstances where the child's identity does not need to be disclosed, the information should be used anonymously.

10.4 There are some circumstances in which a member of staff may be expected to share information about a child, for example when abuse is alleged or suspected. In such cases, individuals have a duty to pass information on without delay, in accordance with the Safeguarding and Child Protection Policy.

10.5 If a member of staff is in any doubt about whether to share information, or keep it confidential, they should seek guidance from one of the DSLs.

10.6 The storing and processing of personal information about children at our nurseries is governed by the Data Protection Act (DPA) 2018 and the General Data Protection Regulations – see the Data Protection Policy. Those staff who need to share 'special category personal data' should be aware that the DPA 2018 contains 'safeguarding of children and individuals at risk' as a processing condition. This allows practitioners to share information without consent, if it is not possible to gain consent, it cannot be reasonably expected that a practitioner gains consent, or if to gain consent would place a child at risk. In practice, the sharing of such information will normally be restricted to the DSL, Deputy DSL, or other nominated members of the Pippa Pop-ins' safeguarding team. Information Sharing: Advice for Practitioners Providing Safeguarding Services to Children, Young People, Parents and Carers provides further guidance.

10.7 The booklet What To Do If You're Worried A Child Is Being Abused (2015) contains further guidance on sharing information to protect children.

11. Propriety and Behaviour

11.1 All staff are expected to demonstrate consistently high standards of personal and professional conduct.

11.2 Staff must actively promote the fundamental British Values of democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs. Staff must also not discriminate against children on the basis of protected characteristics, which include: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex, sexual orientation.

11.3 Pippa Pop-ins rejects absolutely any form of prejudiced discrimination, intolerance of difference and any form of bullying, harassment or abuse related to race, gender, sexuality, or other characteristic protected under the Equality Act (2010). Staff must model fair-minded, generous, and inclusive interactions, and must uphold the Behaviour Policy by appropriately

challenging or reporting children's behaviours in breach of these standards. In addition, in accordance with the Safeguarding and Child Protection policy, staff must remain alert to the signs that a child has been the victim or perpetrator of any form of harassment or abuse, including child on child abuse, and including sexual harassment, assault or other harmful sexual behaviour. Pippa Pop-ins holds a zero-tolerance position on any form of sexual abuse, and will proceed on both a safeguarding and disciplinary basis as appropriate in accordance with DfE guidelines.

12. Conflicts of Interests, Gifts and Hospitality

12.1 A conflict of interests may arise where an individual's personal, family or business interests and/or loyalties conflict (or may conflict) with those of Pippa Pop-ins. Such conflicts can create problems by inhibiting free discussion; resulting in decisions or actions which are not in the best interests of Pippa Pop-ins and risking the impression that Pippa Pop-ins has acted improperly.

12.2 All staff have obligations of loyalty and mutual trust and confidence to Pippa Pop-ins. If member of staff is uncertain as to whether they should notify Pippa Pop-ins about a particular circumstance they should discuss the matter with their Head of Nursery.

12.3 From time-to-time parents or children may offer members of staff gifts on an individual basis as a demonstration of their gratitude for the work done on their behalf, and this is perfectly legitimate. However, in some contexts such gifts could be construed as an improper inducement to, for instance, accord preferential treatment in the future. Consequently, it is necessary for Pippa Pop-ins to have rules applying to such gifts:

12.3.1 Non-cash gifts under £100 may be retained by staff (e.g., vouchers, confectionary, bottles of wine).

12.3.2 Any gifts of cash of whatever value (excluding vouchers), or any other gifts of a total value of £100 or over, must be declared on the Register of Interests.

12.3.3 Gifts of cash of any amount must not be retained and should be donated to Pippa Pop-ins or Pippa Pop-ins' nominated charity. The parent should be thanked for their cash gift and informed that it is being donated to Pippa Pop-ins or Pippa Pop-ins' nominated charity.

12.3.4 Non-cash gifts with a total value of £100 or over should not be accepted without the prior approval the Head of Nursery.

12.3.5 Staff may retain gifts received from suppliers if they are token work-related items e.g. pens, notepads, flash drives, desk calendars or diaries. Any other gifts should be politely refused. In either case the Finance Director should be notified by email and the giver of the gift should be told that it will be donated.

12.4 Staff should not put themselves in a position where it might appear that they are showing favouritism to one or more children. In particular, members of staff should not give gifts to individual children as doing so may give rise to concerns about grooming. As far as possible, be consistent and transparent in how you reward children or otherwise foster relationships. In addition, be aware of the potential for a child to form an unsolicited, emotionally-dependent, attachment to a staff member. If pastoral interactions with a child become inappropriate or

difficult, then the DSL, should be immediately informed and guidance sought. The circumstances should be recorded in writing by submitting a Low-Level Concern and, if necessary, a note placed on the child's file.

13. Social Contact

13.1 Members of staff must not establish or seek to establish social contact with children, or children who formerly attended Pippa Pop-ins under any circumstances. If a child seeks to establish social contact, or if this occurs coincidentally, the member of staff should contact the DSL immediately and, where appropriate, submit a Low-Level Concern.

13.2 Staff must not share their personal contact details, such as home/mobile phone number, home, or personal e-mail address, with children or parents. Nursery-issued mobile phones, or a central Pippa Pop-ins contact number, must be used in situations where staff/children may require an emergency contact number, such as during a day trip. Any member of staff who unintentionally shares their personal contact details with a child must record the incident using our Low Level Concern form.

13.3 As with any emergency situation, if a delay in calling a parent would increase the risk of harm to a child, then staff should not hesitate in making the call with their own personal device if this is the only option available to them. This should then be logged using the Low Level Concern form.

13.4 Staff must maintain the highest professional standards at any nursery social event, and they must not continue to socialise with children or parents after the official finishing time or at alternative locations.

13.5 Staff must politely decline any invitation to attend a child's family home unless this has been sanctioned in advance by the DSL. Although an open and honest relationship with parents can help provide an insight into a child's home life. And a good, friendly rapport is to be encouraged, staff should use nursery-based opportunities, such as parents' evenings or information evenings to help build these relationships.

13.6 Individual staff must politely decline any parental invitation to socialise informally, such as dinner or drinks, in restaurants or elsewhere, or offers of hospitality at events. The practice of socialising informally with parents carries with it the risk of blurring professional boundaries and this is not necessarily in the best interests of the child. In managing the parent-staff relationship, staff should be aware of appropriate professional boundaries and feel confident in holding to them.

13.7 Situations may arise where groups of parents invite multiple members of staff to social functions outside of nursery, with or without the presence of children. For any informal social function involving staff and parents the first step is always to contact the DSL to provide details of the invitation, to seek advice and request permission to attend.

14. Physical Contact

14.1 There are occasions when it is entirely appropriate and proper for staff to have physical contact with children, especially or nursery age, but it is crucial that they only do so in ways appropriate to their professional role.

14.2 A 'no touch' approach is impractical for most staff and may in some circumstances be inappropriate. When physical contact is made with children this should be in response to their needs at the time, of limited duration and appropriate given their age, stage of development, gender, ethnicity, and background.

14.3 It is not possible to be specific about the appropriateness of each physical contact, since an action that is appropriate with one child in one set of circumstances may be inappropriate in another, or with a different child. Staff should therefore use their professional judgement at all times.

14.4 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 that an action could be misinterpreted, the DSL should be informed of the incident and a Low-Level Concern submitted as soon as possible and, if appropriate, a copy placed on the child's file.

14.5 Physical contact may be appropriate where a child is in distress and needs comforting or if a member of staff has to give first aid. This is sometimes unavoidable with young children. Staff should remain self-aware at all times in order that their contact is not threatening, intrusive or subject to misinterpretation. Staff should listen, observe, and take note of the child's reaction or feelings, and so far as possible, use a level of contact or form of communication which is acceptable to the child and their job role. Parents should always be informed when first aid has been administered as per the Accident and Incident Policy. Staff should use their own professional judgment when they feel a child needs this kind of support and should be aware of any special circumstances relating to the child. Particular care must be taken in instances which involve the same child over a period of time.

14.6 Physical contact which occurs regularly with an individual child is likely to raise questions unless the justification for this is part of a formally agreed plan (for example in relation to children with SEN or physical disabilities). Any such contact should be the subject of an agreed risk management plan and subject to review. Where feasible, staff should seek the child's permission before initiating contact. Staff should listen, observe, and take note of the child's reaction or feelings and – so far as is possible – use a level of contact which is acceptable to the child for the minimum time necessary.

14.7 Extra caution may be required where it is known that a child has suffered previous abuse or neglect. In the child's view, physical contact might be associated with such experiences and lead to staff being vulnerable to allegations of abuse.

14.8 It is recognised that some children may seek out inappropriate physical contact. In such circumstances staff should deter the child sensitively by helping them to understand the importance of personal boundaries, and also inform the DSL of the incident by submitting a Low-Level Concern.

14.9 The general culture of 'limited touch' should be adapted, where appropriate, to the individual requirements of each child. Children with special needs may require more physical contact to assist their everyday learning. The arrangements should be understood and agreed by all concerned, justified in terms of the child's needs, consistently applied and open to scrutiny.

15. Behaviour Management

15.1 All children have a right to be treated with respect and dignity. Corporal punishment is unlawful. Equally, staff should not use any form of degrading treatment to punish a child. Whilst the use of humour can help to defuse a situation, the use of demeaning or insensitive comments towards a child is not acceptable in any situation.

15.2 Where a child's behaviour causes concern, Pippa Pop-ins' Behaviour Policy should be adhered to. If a member of staff is in any doubt as to the best course of action, they should seek further advice from the DSL.

16. Care, Control, Physical Intervention, and use of 'Reasonable Force'

16.1 The circumstances in which staff can intervene with a child are covered by the 1996 Education Act. Further advice is contained in the DfE advice: Use of reasonable force in schools (January 2025).

16.2 Staff may legitimately intervene to prevent a child from committing a criminal offence, injuring themselves or others, causing damage to property, engaging in behaviour prejudicial to good order and to maintain good order and discipline. Staff should have regard to the health and safety of themselves and others. This applies when staff are on nursery premises and when they are in charge of children elsewhere, for example on a trip.

16.3 Under no circumstances should physical force be used as a form of punishment. The use of unwarranted physical force is likely to constitute a criminal offence.

16.4 The term 'reasonable force' covers the broad range of actions used by staff that involve a degree of physical contact to control or restrain children. This can range from guiding a child to safety by the arm, to more extreme circumstances such as breaking up a fight or where a child needs to be restrained to prevent violence or injury. 'Reasonable' means 'using no more force than is necessary for the least amount of time'. The use of force may involve either passive physical contact, such as standing between children or blocking a child's path, or active physical contact such as leading a child by the arm out of the classroom. Reasonable force is only appropriate where no other form of control or restraint is available and where it may be necessary to intervene. Any force used must always be the minimum needed to achieve the desired result and must be appropriate for the age, sex and understanding of the child.

16.5 Before intervening physically a member of staff must, where practicable, tell the child stop and what will happen if they do not. The member of staff must continue attempting to communicate with the child throughout the incident and must make it clear that physical contact or restraint will stop as soon as it ceases to be necessary.

16.6 For each significant incident in which a member of staff uses force on a child, it must be reported to each parent as soon as practicable after the incident, except where it appears to the staff member that doing so would be likely to result in significant harm to the child. This includes all forms of abuse and neglect. In this instance, Pippa Pop-ins must report the incident to the local authority within whose area the child is ordinarily resident.

17. One-to-one Situations

17.1 Staff working in one-to-one situations with children present a higher level of safeguarding risk. Staff should recognise this possibility and every attempt should be made to ensure the safety and security needs of both staff and children.

17.2 Staff should not be with children alone in secluded areas of the nursery. They should ensure that there is visual access and/or an open door in one-to-one situations. Should a child become distressed, anxious, or angry during such a meeting, or should anything happen which could be misinterpreted or give rise to a concern, this must be reported via a Low-Level Concern and a written report detailing the incident kept on the child's file.

18. IT and Internet Use

18.1 All staff are prohibited from befriending parents, children (or former children of Pippa Pop-ins) via social media (such as Facebook and Instagram). An invitation to become a friend or similar should be politely but firmly declined. Email, messaging or use of social media between staff parents, children (or former children of Pippa Pop-ins) outside agreed protocols may lead to disciplinary action and/or criminal investigations.

18.2 For further details, please refer to Pippa Pop-ins' IT Acceptable Use Policy and Personal Devices and Social Media Policy.

19. Whistleblowing

19.1 Whistleblowing is the mechanism by which staff can voice their concerns, made in good faith, without fear of repercussion. Pippa Pop-ins has a Whistleblowing Policy, that meets the terms of the Public Interest Disclosure Act 1998 and aims to support staff in appropriately reporting any such concerns.

19.2 Staff members are expected to understand and take seriously their individual responsibilities to bring matters of concern to the attention of senior management and, where necessary, relevant external agencies. This includes concerns about the behaviour of another staff member in addition to concerns about poor or unsafe practices or potential failures in Pippa Pop-ins' safeguarding regime.

20. Sharing Concerns and Recording Incidents

20.1 The welfare of children is paramount. All staff should be aware of Pippa Pop-ins' Safeguarding and Child Protection Policy, including procedures for dealing with allegations against staff. Staff who are the subject of allegations are advised to contact their professional association.

20.2 In the event of an incident occurring, which may result in an action being misinterpreted and/or a spurious allegation being made against a member of staff, the relevant information should be clearly and promptly recorded and shared with the DSL in accordance with the Safeguarding and Child Protection Policy. Early discussion with a parent could avoid any misunderstanding.

20.3 Members of staff should feel able to discuss with their line manager or a member of senior management any difficulties or problems that may affect their relationship with children so that appropriate support can be provided, or action can be taken.

20.4 All staff have a duty to report any child protection concerns to the DSL, or in their absence, a Deputy DSL.

21. Disclosure and Barring Service Checks

21.1 All staff are subject to an enhanced Disclosure and Barring Service check with barred list before taking up their position at Pippa Pop-ins. It is the responsibility of members of staff to inform the Head of Nursery in confidence if they are charged with a criminal offence whilst in the employment of Pippa Pop-ins. Staff must also notify the Head of Nursery immediately of anything that affects their suitability, including any cautions, warnings, convictions, orders, or other determinations made in respect of them that would render them disqualified from working with children.

22. Appearance

22.1 Staff should ensure that they are dressed decently, safely, and appropriately for the tasks they undertake. It is important that staff maintain a professional appearance at all times when children are present on site. Line managers are responsible for ensuring that staff observe the standards set by this dress code.

22.2 All members of staff are supplied with a nursery lanyard and identity badge that must be worn and visible at all times when on site for security reasons, whether in or out of term-time.

22.3 The normal dress code is the full nursery uniform, where one is required by the relevant nursery.

22.4 Staff may wear religious and cultural dress (including clerical collars, head scarves, skullcaps, and turbans).

22.5 It is inappropriate in a nursery setting at any time to wear casual clothing such as cut-off shorts, crop tops, see-through material or clothes that expose areas of the body normally covered at work. Similarly, staff should not wear excessive or unconventional clothing, t-shirts with inappropriate slogans or excessive branding, or jewellery that could present a health and safety risk. Footwear must take account of health and safety considerations; for example, flip-flops should not be worn. Staff should consult their line manager if specific clothing is required for a medical issue (such as, for example, a request to wear shorts due to a plaster required for a broken leg).

22.6 Tattoos that include imagery and/or text that are inappropriate for a nursery setting should remain covered at all times.

22.7 Staff and those who assist with the coaching of games activities may wear suitable sports apparel to facilitate instruction and supervision of these activities.

22.8 Staff involved in manual labour (such as the grounds, estates and services staff) may wear clothing appropriate to their professional role. Contractors will wear clothing suitable for their role, which will be agreed in advance, and which does not contravene the direction given above.

22.9 Where there is a requirement to use safety clothing and equipment, it should be worn or used as appropriate and directed.

22.10 In the event of a dispute on any aspect of the dress code, staff should consult with Head of Nursery.

23. Home Visits

23.1 All work with children and parents should usually be undertaken in the nursery or in public places. There are however occasions, in response to an urgent, planned, or specific situation or job role, where it is necessary to make one-off or regular home visits. Such situations must be identified to the DSL in advance, and a risk assessment must be put in place to safeguard both staff and children.

23.2 A risk management plan will be agreed prior to any planned home visit taking place. The plan will take account of any known factors regarding the child, parents and any others living in the household.

23.3 Home visits must be carried out by a minimum of two staff. Particular consideration will be given to any circumstances which might render staff members becoming more vulnerable to an allegation being made e.g., hostility, child protection concerns, complaints, or grievances. Specific thought will be given to visits outside of 'office hours' or in remote or secluded locations.

24. Exposure to Inappropriate Media

24.1 Staff should take extreme care to ensure that children are not exposed, through any medium, to inappropriate or indecent media.

24.2 There are no circumstances that will justify adults: making, downloading, possessing, or distributing indecent images, videos or pseudo-images of children (child abuse images). Accessing these images, whether using the settings or personal equipment, on or off the premises, or making, storing, or disseminating such material is illegal.

24.3 If indecent images of children are discovered at Pippa Pop-ins or on the Pippa Pop-ins' equipment or setting's equipment an immediate referral will be made to the Local Authority Designated Officer (LADO) and the police. The images/equipment will be secured and there will be no attempt to view or delete the images as this could jeopardise necessary criminal action. If the images are of children known to the nursery, a referral will also be made to children's social care in line with local arrangements.

24.4 Under no circumstances should any adult use nursery equipment to access pornography. Personal equipment containing pornography or links to it should never be brought into or used in the nursery. Further information can be found in the Acceptable Use Policy. This would raise serious concerns about the suitability of the adult to continue working with children and young people. In the event of any indecent images of children or unsuitable material being discovered on a device the equipment should not be tampered with in any way. It must be secured and isolated from the network, and the LADO must be contacted without delay. Staff should not attempt to investigate the matter or evaluate the material themselves as this may lead to a contamination of evidence and a possibility that they will be at risk of prosecution themselves.

24.5 Staff should keep their passwords confidential and not allow unauthorised access to equipment.