

# St Marychurch Pre-school

## Staff Code of Conduct Policy

Statement of intent

The setting expects the highest conduct of its employees.

### **Aim**

We aim to provide a warm and welcoming environment in the setting for all. Everyone in the setting and especially those who work with children are responsible for their own actions and behaviour. Practitioners should avoid any conduct that could be questionable. Everyone's motives and intentions should be clear and honest. St Marychurch Pre-school expects high standards from its employees in regard to professional and personal conduct.

### **Methods**

Practitioners will be responsible for safeguarding and protecting all children in the setting and must follow all policies. Any concerns practitioners have regarding a child's safety must be referred immediately to the Designated Safeguarding Lead. Practitioners should also refer to the following guidance:-

### **Safeguarding**

Keeping children safe in education 2021

Working together to safeguarding children

What to do if you are worried a child is being abused

Guidance for safer working practice for those working with children and young people in education settings

Torbay Safeguarding Children Partnership and NSPCC

- If a practitioner has a concern about another practitioner or manager they should refer to the Managing an allegation abuse against a member of staff, student or volunteer Policy and the Whistleblowing Policy
- Practitioners should be fair and objective and not to be influenced in the decisions, actions or recommendations by issues of gender, race, creed, colour, age or personal disability.
- Practitioners will not discriminate against any child or parent on grounds of race, culture, disability, gender, religion, lifestyle or sexuality.
- Practitioners may hold their own beliefs but must ensure that this is not forced upon another.
- All practitioners will refer to the Behaviour Management Policy to provide a positive model of behaviour by treating children, parents and one another with friendliness, care and courtesy.
- Practitioners will deal with the behaviour of children, positively, fairly, consistently and sympathetically using a range of strategies, without frightening, embarrassing, humiliating, or using physical force.
- Practitioners understand that parents are the main educators of their children and there are many different styles of parenting with which they will work.
- All practitioners are expected to support each other with their well-being and medical needs, especially when practitioners are undergoing cancer or surgical treatments, in order for the setting to support practitioners and provide a safer and stimulating environment.
- All practitioners are expected to attend staff supervision and appraisals and use the Record of Staff concern form during their discussion with Management.

## **Hygiene**

- A high standard of hygiene will be maintained at all times by all practitioners and they will encourage children to maintain high standards of hygiene. Particularly before eating, drinking, after messy activities and being in the garden.
- Practitioners are not allowed to be under the influence of alcohol or illegal drugs during their working hours. Practitioners must remember that they must maintain the reputation of the setting even outside of working hours.
- Practitioners need to be aware the effect of prescribed medication may have on their safety to work with children and inform management when taking such medication.
- Practitioners are not allowed to smoke cigarettes or e-cigarettes on the premises or within the grounds.
- Practitioners are expected to promote good eating habits including when sitting with the children.
- All practitioners are expected to clean up after activities and in the toilet facilities.

## **Mobiles/Social networking**

- All mobile phones must be locked in the filing cabinet in the kitchen.
- Practitioners will adhere to the Online Safety and Acceptable Use of Mobile Phones, Cameras and Social Networking sites policy with regard to the use of personal mobile phones/emails within the setting

## **Clothing**

- Practitioners are professional and will dress neatly, be clean and wear the uniform provided by the setting. Practitioners should wear a comfortable pair of shoes without heels. Practitioners will be expected to work in the outdoor areas at all times of the year so will be expected to provide and wear appropriate clothing.

## **Working hours**

- Practitioners must contact the Manager or Deputy Manager as soon as possible if they will be unable to arrive at Pre-school by their contracted hours. It is the responsibility of the practitioner to ensure they arrive at setting early enough to begin work at their contracted start time. Practitioners must remain at work until their agreed finish time, unless authorisation has been given by the Manager or Deputy Manager.
- If Practitioners are to be absent from work due to illness or other circumstances, they must inform the Manager or Deputy Manager by 7.00 a.m. so that cover can be arranged.

## **Reputation**

- Practitioners need to be aware that should they use any online social networking sites such as Facebook, Twitter, and so on where information can be posted and made available publicly, that derogatory comments about the Pre-school, employees, children or parents, can lead to disciplinary action, even if it occurs outside of working hours.
- The setting will take action if misleading, malicious information is posted on social networking sites.

Staff code of conduct policy continued.....

- Practitioners should also be aware that comments about the Pre-school or personal comments posted about individuals/work colleagues can constitute possible harassment and may be legally liable for any damage to reputation of either parties.
- Practitioners should be aware that any entries on any type of social networking site may not remain private and should therefore not send or post abusive or derogatory messages, even outside of working hours.
- Practitioners should also give careful consideration as to who is accepted as a 'friend' on social networking sites, in case this may lead to an employee finding themselves in a compromising situation.
- Practitioners must ensure that no other person can gain unauthorised access to the Pre-school or any confidential information.
- Any information about children and their families are not to be discussed outside the setting unless with other agencies when agreed.
- Any allegations or 'gossip' are to remain in-house and not to be repeated outside of the setting
- Practitioners must notify the setting of any changes to the DBS immediately.

This policy is to be read in conjunction with the following policies:-

Equality and Diversity Policy

Behaviour Management Policy

Online Safety and acceptable use of mobile phones, cameras and social networking sites policy

Signed \_\_\_\_\_ Position \_\_\_\_\_

Dated \_\_\_\_\_

We aim to provide a safe, stimulating, caring, happy Pre-school where all children and their families are welcome. We provide a curriculum based on the Early Years Foundation Stage using individual children's interest and needs.