



# **Staff code of conduct policy**

**This policy was adopted by the Kingswood Pre-School Group on 02/11/2015**

**Policy review date: 02/11/2016**

**Signed:-----Date:-----**

**(Emma Austin – Chairperson of Kingswood Pre-School Group)**

## **Policy statement**

Our setting is committed to promoting family friendly employment practises to help staff balance work and family commitments. The setting will make every effort to be flexible with staff to promote harmonious working relationships.

The setting will work with staff to ensure that all employment legislation and regulation – including Statutory Maternity Pay, Statutory Paternity Pay, Parental Leave, Statutory Sick Pay and Working Time Regulations – are adhered to.

In return the setting expects honesty, loyalty and diligence from its staff. The written detail of employment contracts, including rates and levels of pay and other term and conditions, are the responsibility of the Registered Person.

## **EYFS key commitments**

Suitable people – 3.9, 3.10, 3.11, 3.12, 3.13

Staff taking medication/other substances – 3.19

Staff qualifications, training, support and skills – 3.21, 3.22

Smoking – 3.56

## **Code of Conduct**

All members of staff are expected to conduct themselves at all times in a professional, courteous, helpful, warm and consistent manner.

Members of staff are expected to display knowledge and understanding of safeguarding, multi-cultural issues and a commitment to treating all children as individuals and with equal concern and respect.

Members of staff will have regard for wearing appropriate clothes and shoes when working with children and with awareness of health and safety issues.

Mobile phones are allowed on the settings premises but must not be used outside of the kitchen area.

The manager will ensure that space is made during the working day for staff to take regular breaks, ensuring that no staff exceeds the legal limit of six hours consecutive work without a break.

Under no circumstances should any arguments or disagreements between members of staff occur in the presence of children or parents/carers.

No smoking, alcohol or drug use is allowed on the setting premises.

No bullying, swearing, harassment or victimisation will be tolerated on the settings premises.

Offensive behaviour such as sexist or racist language or harassment will not be tolerated.

All staff are expected to treat everyone respectfully at all times and inappropriate behaviour may lead to disciplinary action.

All staff are expected to disclose any convictions, cautions, court orders, reprimands and warnings which may affect their suitability to work with children (whether received before or during their employment at the setting).

All staff are required to inform the manager if themselves or anyone living or working in their household has a disqualification (in accordance with regulations made under section 75 of the Childcare Act 2006). If this occurs they may not continue as an Early Years Practitioner without a waiver obtained through OFSTED.

Practitioners should not be under the influence of alcohol or any other substance which may affect their ability to care for children. If practitioners are taking regular medication they must seek advice that the medication is unlikely to impair their ability to look after children properly. Staff medication on the premises must be securely stored and out of reach of children at all times. If staff are found to be working under the influence of alcohol or drugs they will be subject to a disciplinary meeting.

## **Confidentiality**

Staff have a right to privacy, as do children and their parents/carers. Personal details should not be discussed except in exceptional circumstances.

The Manager, staff and volunteers and any other individual associated with the running or management of the setting will respect confidentiality by:

- Not discussing individual incidents, behaviour or information of children in front of parents/carers and other children.
- Not discussing confidential matters about children with other parents/carers.
- Not discussing confidential matters about parents/carers with children or other parents/carers.
- Not discussing confidential information about other staff members.
- Only passing sensitive information, in written or oral form, to relevant people.
- Not disclosing any information from preschool to any others including friends and family.

In circumstances where staff have good reason to believe that a child is at risk, or is likely to be at risk, of child abuse or neglect, the Safeguarding Policy will override confidentiality on a 'need to know' basis.

Staff failing to show due regard for confidentiality will be liable to disciplinary action under the provisions of the Staff Disciplinary and Grievance Procedure policy.

If a staff member works in more than one setting they must be aware that they must not share information regarding children and families between settings. If there are concerns about a child's protection please refer to the Safeguarding Policy.

Under no circumstances should staff provide any information about children to any branch of the media. All media enquiries should be passed in the first instance to the Manager.

### **Valuing staff**

The Manager will arrange regular staff meetings where all staff are able to discuss and contribute in a positive manner.

The Manager will encourage staff to contribute to the development and quality of the program of activities provided.

All staff will have an annual appraisal and regular supervision meetings and will be encouraged to attend training courses to enhance their skills.

The Committee and Manager will make themselves available to all staff to discuss any concerns relating to the setting.

### **Absences**

If staff are unable to attend work due to illness or other medical condition, they must contact the Manager prior to the start of the working day, in the case of the Manager not being available on that day they must contact the Deputy Manager prior to the start of the working day.

Staff should indicate why they are unable to attend work and when they expect to return.

The Manager will keep records of all sick leave, other absences and lateness.