

32. Staff Code of Conduct Policy

Statement of intent

The Pre-School is committed to promoting family friendly employment practices to help staff balance work and family commitments. Walton Pre-school will make every effort to be flexible with staff to promote harmonious working relationships.

Walton pre-school will work with staff to ensure that all employment legislation and regulations are adhered to.

In return Walton Pre-school expects honesty, loyalty and diligence from its staff.

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 premises but must not be used unless authorised by the manager **Jenny Rogers**. And only to be used outside of the setting.

If a member of staff wears a smart watch whilst at preschool, it must be one that does not have any recording features on it and all notifications must be switched off.

The manager will ensure that if needed time will be made available during working hours for staff to take a break, 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 in Walton Pre-school.

No bullying, swearing, harassment, offensive language or victimisation will be tolerated at Walton Pre-school. Any racist language or actions will be reported to the local authority.

Inappropriate behaviour will be subject to disciplinary action.

All staff are expected to disclose any convictions, cautions, court order, 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 they 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 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. Staff medication on the premises must be securely stored and out of the reach of children at all times. If staff are found to be working under the influence of alcohol or drugs they will be removed from the setting immediately and will be subject to disciplinary meeting.

Confidentiality

Staff have the 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 a 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 20, 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 / families or staff between settings.

Under no circumstances should staff provide any information about children / families / staff to any branch of the media. All media enquiries should be passed 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 programme 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 and in her absence 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.

This policy was adopted at a meeting of Walton Under Fives Pre-School held September 2021.

Signed (Pre School manager) Date

Signed (Committee Chair) Date