



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.

In return the setting expects honesty, loyalty, flexibility and diligence from its staff. The written detail of employment contracts, job description, rates and levels of pay and other term and conditions, are the responsibility of the Registered Person and agreed at the start of your employment.

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.

With advance notice staff must be prepared and available to work all scheduled pre-school term dates.

Staff arrive and are on the floor ready to welcome children by 9am latest, staff should have checked their areas of responsibility and be ready to support children from this time. (Unless staff working the early bird session then they must arrive and be on floor by 8.45am)

Mobile phones are allowed on the setting premises but must only be used in the kitchen area and no watches linked to phones must be worn on the floor when working with children as these cause a distraction from the room.

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

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 they have 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.

All staff including management should have due regard for the following:

Care

1. Supervise the children at all times
2. Be aware of the children's safety and needs
3. Ensure there are plenty of stimulating educational and fun activities
4. Respond to the individual needs and demands of your families to the best of your abilities
5. Treat equipment and resources with care and respect; as if they were your own
6. Be accountable and take responsibility for your actions

Quality

1. Reflect on your own work; identify your strengths and weaknesses
2. Build upon your strengths and improve upon your weaknesses
3. Enhance the nursery and care given in any way you can
4. Provide constructive feedback and ideas to help improve our preschool
5. Seek to improve yourself and your skill.

Commitment

1. Be enthusiastic towards your job, parents, children and other team members
2. Ensure the highest quality of care to the children and safeguard their environment

Teamwork

1. Be mindful and proactive in observing and protecting the safety of your colleagues and those in your care.
2. Support fellow team members - ensure no one person is doing all the work and help other team members if they require it
3. Be friendly and considerate – remember each individual is unique
4. Work together to ensure the best possible outcome of those in your care

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.

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.

Valuing staff

The Supervisor will arrange regular staff meetings where all staff are able to discuss and contribute in a positive manner. The Supervisor will encourage staff to contribute to the development and quality of the program of activities provided.

All staff will have regular supervision meetings and will be encouraged to enhance their skills and share their wellbeing status. 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 supervisor. 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.

This policy was adopted by: *Burham Pre-school*

On _____

Date to be reviewed _____

Signed: _____ (*supervisor*)

_____ (*chairperson committee*)

BURHAM PRESCHOOL – STAFF CODE OF CONDUCT