



*Together, caring and learning*

## **Staff Code of Conduct and Behaviour Policy**

Salway Christian Pre-school expects all members of staff to follow the **Staff Behaviour Policy**, which sets clear guidance on the standards of behaviour required from our staff and volunteers. The guidance aims to encourage staff to meet the highest possible standards of conduct. Pre-school staff are in a position of trust and influence as role models for the children in their care, and as such must demonstrate behaviour that sets a good example to all users of the setting.

Pre-school staff also have a responsibility to maintain their reputation and the reputation of the Pre-school, both during and outside of working hours.

### **Behaviour**

Our staff team are ambassadors for Salway Christian Pre-school and we expect them to conduct themselves professionally at all times. Staff should treat anyone attending the pre-school (children, parents/carers and visitors) courteously and with respect.

Swearing and abusive behaviour are not tolerated from anyone at the Pre-school. If any member of staff exhibits such behaviour they will be subject to the Pre-school's disciplinary procedures.

### **Relations with parents**

Staff should:

- Be approachable and friendly, while still being objective and professional and not blurring boundaries.
- Offer advice and support parents in a respectful way, including initiating possibly difficult discussions, directing parents to other relevant services and making appropriate referrals.
- Share the safeguarding policy with parents and how the information will be shared with professionals.
- Focus on the individual child, not make comparisons with other children or breach confidentiality.
- Recognise that practitioners have varying levels of influence and this power can be abused, particularly with socially vulnerable families.
- Intervene when you see a child or parent, being discriminated against or disempowered by another professional.
- Ensure all discussions regarding children or their parents are confidential and not discussed in their presence unless it is an open discussion and they then have equal opportunity to express themselves.
- Any differences of opinion between staff members or with parents should be discussed confidentially and away from the children.
- Avoid giving special attention or having favourite children or parents.

- Set appropriate boundaries with families. Prior discussion and evaluation of possible outcomes must take place with the manager before entering into social, sexual or emotional relationships with families. This could include private babysitting arrangements with parents, becoming a god parent to a child, allowing children or their parents to visit practitioner's homes or meeting parents or children socially.

### **Dress code**

Whilst working at Salway Christian Pre-school staff will need to help to set up and pack away the setting, prepare food, facilitate craft activities and engage in physical activities with the children. The clothing and footwear worn should be chosen accordingly, taking into account comfort, health and safety, and practicality. Revealing or excessively tight clothing is not acceptable

### **Confidentiality and social media**

Staff must not pass on any information about children attending the Pre-school, or their parents and families, to third parties without their permission. The only exception to this rule is information sharing with specific external agencies if there is a safeguarding issue. ('Third parties' includes other parents, friends, other children at the Pre-school, the press, etc.) Staff should be on guard when answering the telephone to ensure that any request for information is legitimate.

Posting any material relating to the Pre-school or its users on social media sites (unless *expressly* permitted by the Manager) is forbidden. Any staff who breach this rule will face disciplinary action.

See our **Confidentiality policy**, **Social Media policy**, **Safeguarding policy** and **Staff Disciplinary policy** for more details.

### **Use of mobile phones and cameras**

Staff personal mobile phones must be kept with their personal belongings in the study during working hours.

If a member of staff needs to make an urgent personal call they can request permission to use the Pre-school phone or to make a personal call from their mobile in an area not in use by the children

If a member of staff has a family emergency or similar and needs to keep their mobile phone on they must obtain prior permission from the Manager or Deputy and it must be kept away from the children in the kitchen or study.

Staff may only use a pre-school camera to take photographs of children at the Pre-school, except with the express permission of the Manager when all pictures must be wiped from the camera and the memory card left at preschool.

Staff must **never** use their personal mobile phones or cameras to take photographs at the Pre-school during working hours. Doing so will be considered gross misconduct and may result in instant dismissal.

Parental permission must be checked before pictures are taken of any child.

See our **E safety**, **Digital media and Mobile Phone policy**, **Safeguarding policy** and **Staff Disciplinary policy** for more details.

### **Smoking, alcohol and drugs**

Staff are not permitted to smoke anywhere on the Pre-school premises, including the outside play areas and car park.

Staff are not permitted to work under the influence of alcohol or illegal drugs. If a member of staff arrives at work under the influence of alcohol or drugs they will be asked to leave immediately and disciplinary action will be taken.

If a member of staff is taking any medication which might affect their ability to function effectively, they must inform the Manager immediately.

Any prescribed medication needed by a staff member whilst at the Pre-school, must be stored safely in the study or kitchen out of reach and sight of the children attending the Pre-school.

Any injury or medical condition that may have an effect on work with children or on the organization of the environment must be discussed with the manager.

### **Gross misconduct**

Staff will be dismissed without notice if they are found to have committed an act of gross misconduct. Examples of gross misconduct include, but are not restricted to:

- Child abuse
- Failing to comply with health and safety requirements
- Physical violence
- Ignoring a direct instruction given by the manager
- Persistent bullying, sexual or racial harassment
- Being unfit for work through alcohol or illegal drug use
- Theft, fraud or falsification of documents
- Being disqualified under the terms of the Statutory Framework for the Early Years Foundation Stage (Section 75 of the Childcare Act 2006) or the Children's Act 1989.

The Manager will investigate the alleged incident thoroughly before any decision to dismiss is made. For full details see our **Staff Disciplinary policy**.

Staff are expected to read and sign the **Pre-school staff code of conduct**, which summarises this policy, annually as a reminder of the expectations of behaviour and the need to be familiar with and implement all pre-school policies.

Above all, staff have an absolute duty to promote and safeguard the welfare of children and to take appropriate action where they consider that a child may be at risk of suffering harm.

Revised March 2017