

**STAFF CODE OF CONDUCT POLICY**

**Statement of intent**

At All Saints preschool we value the professionalism and individuality of our staff. We wish to ensure that the staff reflect the high standards of our preschool and recognise that we represent the preschool in our dealings with the children, carers, other professionals and the public. We require all staff, volunteers, and students to provide a positive model of behaviour by treating children, parents and one another with friendliness, care, and courtesy.

The code of conduct forms part of an employee’s contract. Failure to comply with the associated All Saints preschool policies may result in disciplinary action being taken and All Saints preschool reserves the right to take legal action against employees where breaches of the code warrant such action.

It is expected that all staff, volunteers and students at All Saints preschool should provide an example of good conduct that you wish others to follow:

* Be flexible, reliable, and punctual.
* Be honest and trustworthy in the word and deed.
* Be hard working and willing to do as directed.
* Be motivated and happy to do your job.
* Be friendly and positive role model to everyone, children, parents and other staff.
* Be supportive to colleagues.
* Be hardworking and work as part of the team.
* Reply promptly to work emails.
* Complete any forms handed out by the management or committee team within 7 days.
* Be welcoming to everyone within the preschool.
* Work enthusiastically and support colleagues.
* Communicate with each other in a positive manor.
* Maintain high standards in safety, and hygiene by keeping the preschool safe and clean.
* Show initiative.
* Keep confidentiality at all times (any issues- including personal- concerning children, their parents, staff and students should not be discussed outside the preschool.)
* Act in the best interest of the children at all times.
* Use and encourage children to abide by the preschool rules : say please and thank you and general manners.
* Ensure inclusive practice is provided at all times.
* Give equal opportunities to everyone within the preschool regardless of their age, gender, race, religion, sexuality, culture or background. We are committed to providing equality of opportunity and will not tolerate any illegal discrimination or harassment based on race, colour, religion, sex, national origin or any other class.
* Read, sign and date all preschool policies and procedures and implement them at all times.
* Ensure that your behaviour at work or outside does not cause embarrassment to the preschool or reflect negatively on the preschool in a way that would bring its reputation into disrepute or cause loss of public confidence. This includes through the use of social networking sites.
* Understand that babysitting for parents outside of preschool hours is at your own risk and that anything that happens in this time, the preschool is not liable for.
* Keep all personal belongings in the kitchen or shut away in your bag. Phones should be on silent and placed in the phone box each morning unless agreed with management to be on loud and accessible.

**Staff Dress Code**

To ensure that all staff are appropriately attired for the work place to a high standard of dress and grooming commensurate with their position at all times.

We would ask the staff to adhere to the following guidelines:

* Maintain a neat appearance and wear your lanyards, Polo shirt and fleece provided by the preschool.
* Clothing must be safe, comfortable practical for the range of indoor and outdoor tasks that the role requires.
* Skirts and shorts must be to the knee or longer.
* No low-rise jeans should be worn.
* Clothing must not be low cut, strappy or expose bra’s/ underwear or midriff or back.
* Jeans may be worn but must not be ripped or tatty.
* Footwear should be practical for safe movement around the preschool.
* Keep fingernails clean and short and jewellery and makeup to a minimum.
* Uniform must not be worn after work hours for example; Drinks / meals or any other social environment.

Failure to adhere to this policy may result in staff being asked to return home to change into more suitable attire.

**Staff taking medication/ other substances.**

* Inform the preschool manager of any medical conditions or medication that may affect their daily work.
* Staff must not be under the influence of alcohol or any other substances that may affect their ability to care for the children.
* Staff medication on the premises must be securely always stored and out of reach of children.

**Medical/ dental appointments**

* Due to the nature of the business staff are requested, if possible, to attend doctor, dentist or hospital visits outside of preschool hours.
* Staff are required to find cover for their sessions if they are going to be absent as a result of an appointment.

**Staff illness/ Absence**

* Staff should personally inform the preschool manager or deputy manager of any reason for absence before 3pm the afternoon before.
* Staff should telephone the preschool manager as soon as possible to inform of an absence so that cover can be found before the preschool session starts.
* SMS text or email is not an appropriate form of communication, always telephone the preschool Manager or Deputy manager.
* If staff are unable to contact the preschool manager they should contact the Deputy manager, if either of the above are not reachable you should contact the chair of committee to confirm your absence.
* Staff suffering from sickness and diarrhoea should follow government guidelines and remain absent from work for at least 48 hours after the last bout of sickness or diarrhoea.
* Please refer to our sickness policy for advice on staying home for other illnesses.

**Staff Risk Awareness & Health & Safety**

* All staff are required to read the Health & Safety policy and Risk Assessment policy as part of their introduction process and adhere to the guidelines.
* The induction training for staff and volunteers includes an explanation of Health and safety issues so that all adults are able to adhere to our policy and understand their shared responsibility for health and safety. The induction training covers matters of employee well-being, including safe listing, the storage of potentially dangerous substances, risk assessments, health and safety and safeguarding children.
* A record should be kept, by staff of these induction training sessions and new staff and volunteers are asked to sign the records in their induction file to confirm that they have taken part.
* As necessary, Health and safety training is included in the annual training plans of staff, and Risk Awareness & Health and Safety is discussed regularly at staff meetings.

**Mobile phones**

* The use of personal mobile phones in the preschool by staff, parents and carers is **forbidden** to ensure the safety of the children. Personal mobile phones can be used in the kitchen/ break area in cases of emergency.
* Staff should ensure that all mobile phones are set to silent and put away in the phone box prior to the preschool opening. Staff are reminded that they can give out the setting telephone number if they need to receive an urgent personal phone call.

**Staff code of conduct for ICT and social networking sites**

Staff are required to adhere to their professional responsibilities when using information systems and social network sites. Members of staff should read the preschools safeguarding children policy for further information and clarification. Staff should be clear about the purpose of any activity, which involves photography or video of children. Staff must not take, display or distribute images of children, unless they have consent to do so.

* Staff unless previously friends with a parent must not accept or request parents/ carers on social media platforms.
* It is a criminal offence to use preschool ICT system for a purpose not permitted by its owner. ICT includes a wide range of systems, including mobile phones, digital cameras; email, social media and that ICT use may also include personal ICT devices when used for preschool business.
* The preschool information systems may not be used for private purposes without specific permission from the preschool manager.
* The use of preschool information systems and email will be monitored and recorded to ensure policy compliance.
* Staff will respect the system security and will not disclose any password or security information to anyone other than authorised system manager.
* Staff will not install any software or hardware without permission.
* Staff will ensure that personal data is stored securely and is used appropriately, whether in preschool, taken off the preschool premises or accessed remotely.
* Staff will respect copyright and intellectual property rights.
* Staff will report any incidents of concern regarding children’s safety to the designated Safeguarding Coordinator or the Preschool manager/ Deputy manager.
* Staff should understand that they should not post any visual images, recordings or comments that relate to preschool life including those of children or parents on to any social networking sites.

**Holidays**

* Due to the nature of the business staff are requested not to take holiday during term times.
* Holidays must be taken in school holidays except from exceptional circumstances. Permission must be granted by the preschool Manager before booking.

**Whistleblowing and incident reports**

* Staff must report any behaviour by colleagues that raises concerns, by following the preschool’s whistle blowing policy. Staff must take responsibility for recording and reporting any incident, which may result in being misinterpreted and/ or an allegation being made.

**The following procedures and documentation in relation to the staff conduct are.**

**Preschool policies**

* Health & Safety
* Risk assessment
* Safeguarding children

Statutory framework for Early Years Foundation stage 2012

Section3: The safeguard and welfare requirements

* Suitable people 3.9-3. 16
* Staff taking medication and other substances 3.17.
* Staff qualifications, training, support, and skills 3.18-3.25

**Legal framework**

Data Protection Act 1998

**Signed by preschool manager: ……………………………………………………….Date:……………………………………..**

**Signed by staff member: ……………………………………………………..Date:…………………………………………**