

Code of Conduct

Staff are expected to remain professional at all times so as to provide a happy, honest, open and friendly work place and environment for their fellow colleagues, as well as visitors, children and their families.

To enable them to do this they will;

- Follow all policies and procedures within the setting with particular reference to our Safeguarding Policy No 5 and Confidentiality No 6.
- Show respect and consideration for fellow colleagues, providing equal support and maintain good working relationships.
- Not use abusive language, bullying tactics or behaviour that undermines their colleagues which is referenced within our Anti-Bullying Policy No 8.
- Comply with contracted hours of employment. Adhere to the appropriate dress code. Reference Employee Handbook.
- Lock valuables in allocated locker and not interfere with other people's property without permission.
- Not place a fellow member of staff in a position that would leave them or children in a vulnerable or dangerous situation.
- Respect privacy of individuals.
- When working directly with children, not be under the influence of alcohol or any other substance which may affect their ability to care for children.
- When undertaking training courses with providers, consult with managers before approaching families as case study subjects.
- Trainees to refer to our Trainee Placement Policy No.19.
- Not carry or use mobile phones in areas where children are present.

Children and their families

- Give equal attention to all key children and their families.
- Remain impartial and non-judgemental.
- Not exchange personal details such as home addresses or telephone numbers with families. Discuss with management any close relationships that may already have been in place.
- The sharing of information on a social web site is prohibited and we request that parents who are already friends with staff refrain from asking questions or engaging in child related chats on open public pages or in private chat rooms and request that new families do not befriend staff.
- Avoid non-professional relationships with children and their families.
- Not give personal gifts or other items to children or their families so as to avoid misinterpretation.
- Not use their position to influence children or their families which could misguide them.
- Only provide 'cuddles' where children are hurt or upset on request. Excessive contact which is prolonged or frequent, except when following policies and procedures, will be seen as unnecessary and inappropriate.
- On attending hurt or upset children, adults will not 'kiss' it better.
- Discourage children who wish to give a kiss by turning to avoid contact and explaining why.
- Whistle blow if witness to a breach regarding this policy.
- Staff to seek advice from managers if own child/family member attends the setting.

Any member of staff found to be in breach of this policy will be committing serious misconduct.