

Code of Conduct for Staff

Policy statement

As a preschool we are aware of our position as role models for children and the need to lead by example. We seek to provide a harmonious workplace where children, parents/carers and staff feel safe, valued and protected. In order to achieve this, we have a code of conduct for staff to be guided by. Whilst it is impossible to compile a written policy which envisages every type of ethical scenario which might arise, we believe the following sufficiently relays the preschool's philosophy and expectations regarding staff conduct.

Procedures

Communication and interaction

- We require all staff, volunteers and students to provide a positive model of behaviour by treating children, parents/carers and one another with friendliness, care and courtesy.
- We familiarise new staff and volunteers with the preschool's behaviour management and its rules for behaviour.
- We do not shout or raise our voices unless we believe the safety of the child is compromised.
- No inappropriate language or phrases will be used.
- Confidentiality policy will be adhered to at all times.
- We will endeavour to use a reassuring non-threatening tone and positive body language at all times. We are aware that aggressive body language or shouting presents a negative example of how we should behave as adults.
- Any person presenting in an aggressive manner will be asked to leave, should anyone feel threatened we reserve the right to contact the police.

Relationships

- All staff must maintain appropriately bounded relationships with the preschool's children, their parents and each other.
- The preschool discourages relationships between staff and parents outside of the setting (for example, socialising, babysitting or entering romantic relationships). This extends to forming relationships on social networking websites.
- The focus of the preschool is the children in its care. On no account should loyalties either towards colleagues or parents override the legal obligation to safeguard.

Fit for work

- Staff must present themselves in a professionally appropriate way (dress, behaviour, lifestyle and attitudes) in recognition of their role model status for both parents and children and as representatives of the preschool.
- Staff are required to be "fit" and ready to work, free from the influence of drugs, alcohol, physical/emotional/ mental health needs or a preoccupation with personal life.
- The preschool's policies and procedures are updated regularly and staff are expected to be familiar with these and conduct themselves in accordance with them. These include, but are not limited to, policies regarding confidentiality, child protection and safeguarding, health and safety, valuing diversity, the Early Years Statutory Framework, use of mobile 'phones and the taking of photographs and recorded images.

Should staff have any query relating to this Code of Conduct, please contact the setting Leader Kellie Ettridge.