



Code of Conduct Policy

Introduction

The overriding expectation is that employees, volunteers and those engaged to work in Little Hens Childcare will adopt the highest standards of personal integrity and conduct both in and outside work. As role models they must behave, through their words and actions, at all times in a manner which demonstrates their suitability to work with children and which upholds the standards and reputation of Little Hens Childcare

This Code of Conduct provides an overall framework of the behaviours expected of individuals who work at Little Hens Childcare. The Code is not intended to be exhaustive and individuals should use sound professional, ethical and moral judgement to act in the best interests of the school, its pupils and its community.

Scope

This Code applies to all individuals employed by Little Hens Childcare or those engaged by Little Hens Childcare including:

The Code should be read in conjunction with:

- relief/casual staff;
- supply staff;
- third parties providing services to Little Hens Childcare (including self-employed individuals); and
- voluntary workers.

For the purpose of elements of this Code applying to all individuals set out above, they are collectively referred to as “workers”.

Roles and responsibilities

Directors

It is the responsibility of the Directors and Manager of Little Hens Childcare to address

promptly any breaches of good conduct and behaviour, using informal procedures where possible but implementing formal procedures where necessary.

Employees

It is the responsibility of all employees to familiarise themselves with, and comply, with this Code.

Any breaches of this Code of Conduct will be regarded as a serious matter which could result in disciplinary action, and in certain circumstances could potentially lead to dismissal.

Engaged workers/Volunteers

Engaged workers and volunteers are required to familiarise themselves, and comply, with this Code in so far as it is relevant to their role. Any breaches of this Code may result in the engagement of the worker/volunteer being terminated, in accordance with any applicable terms of engagement.

Reporting breaches of standards of good conduct

Little Hens Childcare wishes to promote an open environment that enables individuals to raise issues in a constructive way and with confidence that they will be acted upon appropriately without fear of recrimination.

All employees, engaged workers and volunteers are expected to bring to the attention of an appropriate Director and/or Manager, deficiency in the provision of service or breach of policy or this Code. Where appropriate, individuals should also refer to Little Hens Childcare Whistleblowing Policy which is available on request.

The Code of Conduct

Safeguarding and Child Protection

It is essential that all adults working with children understand that the nature of their work and the responsibilities related to it, place them in a position of trust. Adults must be clear about appropriate and safe behaviours for working with children in paid or unpaid capacities, in all settings and in all contexts, including outside work.

The relevant requirements specific to safeguarding and child protection are set out in:

- Little Hens Childcare Child Protection Policy

In addition, individuals should be aware that it is criminal offence (s 16. Sexual Offences Act 2003) for a person aged 18 or over to have a sexual relationship with a child under 18 where that person is in a position of trust in respect of that child, even if the relationship is consensual.

Individuals should familiarise themselves with these documents, in conjunction with the body of the Code of Conduct and other relevant schools policies and procedures.

Conduct outside work

Little Hens Childcare recognises and respects individuals' right to a private life without interference. However, individuals connected with Little Hens Childcare must not act in a way that would bring Little Hens Childcare, or their profession, into disrepute or that calls into question their suitability to work with children. This covers relevant criminal offences, such as violence or sexual misconduct, inappropriate behaviour such as lewd or offensive action, as well as negative comments about the school or its community.

Workers must disclose to the Directors and Manager of Little Hens Childcare immediately, any wrongdoing or alleged wrongdoing by themselves (regardless of whether they deny the wrongdoing/alleged wrongdoing), including any incidents arising from alternative employment or outside of work which may have a bearing on their employment or engagement with Little Hens Childcare.

Employees should also refer to the expectations set out in their contract of employment and the disciplinary policy.

In addition, any worker engaged in a post covered by the Childcare (Disqualification) Regulations 2009 ("the Regulations") must immediately inform Little Hens Childcare of any events or circumstances which may lead to their disqualification from working in the post by virtue of the Regulations. The statutory guidance relating to Disqualification under the Childcare Act 2006 can be found at the following link: <https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006/disqualification-under-the-childcare-act-2006#disqualification-under-the-childcare-act>.

Secondary employment

Little Hens Childcare does not seek to unreasonably preclude employees from undertaking additional employment but employees are required to devote their attention and abilities to their duties at Little Hens during their working hours and to act in the best interests of Little Hens Childcare at all times. Little Hens Childcare also has a duty to protect health and safety in relation to employee working hours. Accordingly, employees must not, without the written consent of Little Hens Childcare, undertake any employment or engagement which might interfere with the performance of their duties. In addition, employees should avoid engaging in business or employment activities that might conflict with Little Hens Childcare interests.

Confidentiality

Confidential information can take various forms and be held and transmitted in various ways e.g. manual records (files, reports and notes), verbal discussions and electronic records. As a general rule, all information received in the course of employment or whilst volunteering/being engaged by Little Hens Childcare, no matter how it is received, held or transmitted, should be regarded as sensitive and confidential and must not be disclosed or divulged within or outside the school other than in accordance with the requirement of the role and/or where specific permission has been provided.

NOTE: All workers must be aware that they are obliged to disclose information relating to child protection issues and should make it clear to the individual either that confidentiality cannot be guaranteed and/or decline to receive the information and direct them to a more appropriate person e.g. the Designated Safeguarding Lead.

Little Hens Childcare is committed to being transparent about how it collects and uses the personal data of its workforce, and to meeting its data protection obligations. The Data Protection Policy sets out the school's commitment to data protection, and individual rights and obligations in relation to personal data.

Any actual or suspected/potential breach of data protection must be reported immediately to the Directors and Manager of Little Hens Childcare.

Media queries

Workers must not speak to the press or respond to media queries on any matter relating to the school. All media queries should be referred immediately to the Directors and Manager of Little Hens Childcare.

Use of computers, email and the internet and social media

Little Hens Childcare recognises that electronic devices and media are important tools and resources in an educational context and can save time and expense.

Those using Little Hens equipment and networks are expected to do so responsibly and to comply with all applicable laws, policies and procedures, and with normal standards of professional and personal courtesy and conduct.

Personal use of social media and other on-line applications which may fall into the public domain should not be such that it could bring Little Hens Childcare into disrepute and/or call into question an individual's suitability to work with children.

Any worker who is unsure about whether or not something he/she proposes to do might breach that policy or if something is not specifically covered in the policy they should seek advice from the Directors and Manager of Little Hens Childcare.

Relationships

The internal Little Hens Childcare community

All workers are expected to treat members of Little Hens Childcare community with dignity and respect and to work co-operatively and supportively. Bullying, Harassment and Victimisation will not be tolerated.

The wider community and service users

All workers have a responsibility to ensure courteous, efficient and impartial service delivery to all groups and individuals within the community. No favour must be shown to any individual or group of individuals, nor any individual or group unreasonably excluded from, or discriminated against, in any aspect of Little Hens Childcare business.

Contracts

All relationships of a business or private nature with external contractors, or potential contractors, must be made known to Little Hens Childcare. Orders and contracts must be in accordance with standing orders and financial regulations of Little Hens Childcare. No special favour should be shown to businesses run by, for example, friends, partners or relatives in the awarding of contracts, tendering process or any other business transaction.

Neutrality

Workers must not allow their own personal, political, religious or other views and opinions to interfere with their work. They are expected to be neutral in their views in the course of their work at Little Hens Childcare and to present a balanced view when working with all children.

References

It is expected that, for those working with children, professional references, and not personal references, are sought and provided. All references provided on behalf of Little Hens Childcare must be signed by the The Directors of Little Hens Childcare.

Anyone agreeing to act as a personal referee must make it clear in the reference that it is provided as a personal or colleague reference and is not a reference on behalf of Little Hens Childcare.

Workers related to pupils

Any workers related to, or who are the carer of a pupil are expected to separate their familial and employment role.

Workers must not show or provide any preferential treatment to them or become involved in their education or care beyond their specific role as an employee/volunteer or their role as a parent/carer/relation.

Dress code

Adults working within Little Hens Childcare are expected to adopt smart standards of dress which project an appropriate professional image to pupils, parents and members of the public. Dress should also be fit for purpose according to the specific role and activity for example appropriate dress for PE, outdoor activities etc. There will be uniform available.

In all cases dress should be such that it:

- is not likely to be viewed as offensive, revealing, or sexually provocative;
- does not distract or cause embarrassment;
- does not include political, offensive or otherwise contentious slogans; and
- is not considered to be discriminatory and/or culturally insensitive

Staff will be required not to wear outdoor shoes within the Nursery. There will be slippers provided.

Little Hens Childcare Property and personal possessions

Workers must ensure they take due care of Little Hens Childcare property at all times, including proper and safe use, security, appropriate maintenance and reporting faults. If employees are found to have caused damage to Little Hens Childcare property through misuse or carelessness this may result in disciplinary action.

Workers are responsible for the safety and security of their personal possessions while on Nursery premises. Little Hens Childcare will not accept responsibility for the loss or damage of personal possessions.