



The Butterfly Rooms (Incorporating Woodlands) LTD

Tank Hill Road | Purfleet | Essex | RM19 1TA

**Registered Charity Number: 1148068 | Ofsted Number: 453859 | Company Number:
7984150 | *Limited by Guarantee***

Telephone Number: 01708 863 737 Whistleblowing Policy (EYFS Compliant – 2026)

The Butterfly Rooms

Code of Conduct Policy (EYFS Compliant – 2026)

Policy Statement

The Butterfly Rooms is committed to providing a safe, secure, and nurturing environment for all children, in line with the Early Years Foundation Stage (EYFS) statutory framework.

All staff are expected to maintain the highest standards of professional conduct, ensuring that their behaviour supports children's safety, wellbeing, and development at all times.

This policy sets out clear expectations for staff behaviour to ensure safeguarding, professionalism, and accountability are upheld.

Purpose

This policy aims to:

- Promote safe, respectful, and professional behaviour
- Safeguard children and maintain their welfare at all times
- Support a positive culture within the setting
- Ensure staff understand their responsibilities under EYFS

- Provide clear guidance on acceptable and unacceptable conduct

Scope

This policy applies to:

- All employees
- Students and apprentices
- Volunteers
- Agency staff and contractors

Professional Responsibilities

All staff must:

- Act in the best interests of the child at all times
- Follow all safeguarding and child protection procedures
- Maintain professional boundaries with children and families
- Demonstrate honesty, integrity, and accountability
- Work in line with all nursery policies and procedures
- Report concerns about practice or behaviour immediately

Safeguarding Expectations (EYFS Requirement)

In accordance with EYFS:

- Safeguarding is everyone's responsibility
- All staff must remain vigilant and professionally curious
- Concerns must be reported immediately and not delayed

Staff must never:

- Ignore or minimise safeguarding concerns
- Put themselves in situations where they are alone with a child inappropriately
- Use inappropriate language or behaviour

Any behaviour that compromises children's safety may result in disciplinary action and referral to external agencies.

Professional Behaviour:

Staff are expected to:

- Treat all children with respect, care, and dignity
- Use positive language and appropriate tone
- Act as a positive role model at all times
- Maintain appropriate relationships with parents and carers
- Dress appropriately for a professional childcare environment
- Follow health and safety procedures

Behaviour Towards Children

Staff must:

- Provide warm, responsive, and consistent care
- Use positive behaviour management strategies
- Support children's emotional wellbeing

Staff must not:

- Use physical punishment or humiliating treatment
- Shout aggressively or use threatening behaviour
- Show favouritism or discriminate against any child

Relationships with Parents and Carers

Staff must:

- Communicate professionally and respectfully
- Maintain appropriate boundaries
- Share relevant information in line with confidentiality and safeguarding policies

Staff must not:

- Engage in inappropriate personal relationships with parents
- Share personal contact details (unless authorised)
- Use social media to communicate with parents about nursery matters

Confidentiality and Data Protection

Staff must:

- Keep all information about children and families confidential
- Follow GDPR and data protection procedures
- Only share information on a need-to-know basis for safeguarding purposes

Information must not be discussed:

- In public places
- On social media
- With unauthorised individuals

Use of Mobile Phones and Technology

In line with safeguarding requirements:

- Personal mobile phones must be stored away during working hours
- Devices must not be used in rooms where children are present
- Photographs must only be taken using authorised nursery equipment

Social Media and Online Conduct

Staff must:

- Maintain professional boundaries online
- Not post content that could bring the nursery into disrepute
- Not share images or information about children, families, or the setting

Health, Safety and Wellbeing

Staff must:

- Follow all health and safety procedures
- Report hazards or concerns immediately
- Ensure the environment is safe and secure

Staff must not:

- Work under the influence of alcohol or drugs
- Attend work if their ability to care for children is impaired

Attendance and Reliability

Staff must:

- Be punctual and reliable
- Follow absence reporting procedures
- Ensure appropriate supervision of children at all times

Whistleblowing and Duty to Report

All staff have a responsibility to:

- Report poor practice, misconduct, or safeguarding concerns
- Follow the Whistleblowing Policy where necessary

Failure to report concerns may be treated as serious misconduct.

Breaches of the Code

Failure to follow this Code of Conduct may result in:

- Disciplinary action
- Suspension
- Dismissal

- Referral to external agencies, including Ofsted and the Disclosure and Barring Service (DBS)

Training and Monitoring

- All staff will receive training on this policy during induction
- Expectations will be reinforced through supervision and appraisals
- Compliance will be monitored by management

Review

This policy will be reviewed:

- Annually
- Following any serious incident
- When legislation or EYFS guidance is updated

This policy was adopted by

The Butterfly Rooms Ltd

On

4th June 2026

Date to be reviewed

4th June 2027

Signed on behalf of the Management

committee

A.Thompson

Name of signatory

Miss Aimee Thompson