

# ST ALBAN'S PRE SCHOOL

## 2.3 STAFF CODE OF CONDUCT

### Compliance with the Code of Conduct

The code of conduct forms part of an employee's contract. Failure to comply with the St Alban's Pre School policies may result in disciplinary action being taken and St Alban's Pre School reserves the right to take action against employees where breaches of the code warrant such action.

### CONFIDENTIALITY

**It is the duty of Pre School employees to keep completely confidential any information regarding the children, their families or other staff, which is learnt as part of the job.**

- Staff should remember that the welfare of the child should always come first and always act in the child's best interest.
- Staff should understand their own personal responsibilities (outlined in their job description), which are part of their employment or role, and be aware that sanctions will be applied if these provisions are breached.
- Take responsibility for their own actions and behaviour.
- Staff should provide an example of good conduct that you wish others to follow.
- Staff should not raise their voices in front of children.
- Staff should only restrain children for their own safety or the safety of others.
- Adults and children have a responsibility to treat each other with dignity and respect.
- Staff should be able to tune into the children's physical, verbal and gesture/sign language, to understand and interpret what is being expressed.
- Diversity is a tremendous asset to St Alban's Pre School and 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.
- We encourage all staff to challenge any behaviour (staff, parent, and child) that goes against this ethos.
- Ensure that your behaviour at work or outside does not cause embarrassment to St Alban's Pre School or reflect negatively on St Alban's Pre School in a way that would bring its reputation into disrepute or cause a loss of public confidence. This includes through the use of social networking sites.
- Avoid any conduct which would lead any reasonable person to question their motivation and intentions.
- Staff must adhere to St Alban's Pre School Policies. Non compliance will be viewed as Gross Misconduct.
- Staff should be clear about the purpose of any activity, which involves photography. Staff must not take, display or distribute images of children,

unless they have consent to do so. Mobile phones should be kept securely in lockers and not used during the session.

- Staff must report any behaviour by colleagues that raises concerns, by following St Alban's Pre School'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.
- Staff must disclose anything that could affect their suitability to look after children including changes in their personal circumstances, criminal convictions and medication. Personal medication must be kept locked in their own lockers.

This policy was adopted by	St Albans Pre School	<i>(name of provider)</i>
On	<u>23<sup>rd</sup> June 2020</u>	<i>(date)</i>
Date to be reviewed	<u>23<sup>rd</sup> June 2021</u>	<i>(date)</i>
Signed on behalf of the provider	<u><i>Elaine Mercer</i></u>	
Name of signatory	<u>Elaine Mercer</u>	
Role of signatory (e.g. chair, director or owner)	<u>Head of Pre School</u>	