

Leverstock Green Playgroup
Staff code of conduct policy

Parents and children are entitled to expect the highest standards of conduct from all Leverstock Green Playgroup staff. We expect there to be a warm and welcoming ethos when in the playgroup. This policy has been put into place to help us improve standards. This is also to help protect staff from any misunderstandings and criticism.

Standards

We expect high standards from all staff. We expect high levels of care for all the children, advice for parents if asked for and also respect for the other members of staff. Staff understand that the welfare of each child is paramount. All staff members are expected, by following agreed procedures and without fear of discrimination, to bring to the attention of the Playgroup Manager any deficiency in the standards. If it is the Manager who is causing the concern, then you can contact the Chairperson of the Playgroup Committee.

Appearance

The appearance of the staff is important. The Leverstock Green Playgroup polo shirt should be worn but a similar colour T shirt is acceptable. Staff should dress appropriately for their job. Sensible shoes/sandals (not backless) should be worn. It is the responsibility of the staff and not down to the playgroup if staff choose to wear different footwear if there is an accident.

Smoking, Alcohol and Drugs

There is no smoking on the premises. No drugs must be taken unless prescribed. Staff medication on our premises must be stored and out of reach of children at all times. No staff member should take any substances that could affect their work. No staff member should be under the influence of drink and drugs during their hours of work.

Mobile phones

Mobile phones are not permitted in the setting. All staff leave their mobile phones in the office .

Cameras

Playgroup has a camera and six ipads, these are used to take photographs of the children in the setting , used as evidence for EYFS on tapestry , the children's online journey. Two ipads are used within the session .

Personal Hygiene

Personal hygiene must play an essential part in the day running of the setting as the staff lead by example. The staff and children work very closely together and good hygiene is important. The staff will wear gloves when changing children and always dispose of nappies. Washing hands is paramount after changing nappies, before snacktime and after wiping noses. All staff have antibacterial hand gel.

Social networking

Social networking should be personal to staff, you must not comment on your colleagues, children in the setting or parents. Photos should never be posted on the internet of the setting or children within the setting.

This policy was adopted at a Leverstock Green Playgroup
meeting of

Held on (date)

Signed on behalf of the Management
Committee

Role of signatory (e.g. chairperson etc.)