

## Staff Code of Conduct Policy

South Milford Preschool expects all our staff and volunteers to follow our **Staff Code of Conduct Policy**, which provides guidance on the standards of behaviour required from our staff and volunteers. The guidance aims to encourage staff and volunteers to meet the highest possible standards of conduct. Preschool staff and volunteers are in a position of trust and influence as role models for the children in their care and we ask them to demonstrate behaviour that sets a good example to all users of the setting. Preschool staff and volunteers also have a responsibility to maintain their reputation and the reputation of the pre-school, both during and outside of working hours.

## Behaviour Principles

- Our staff team are ambassadors for South Milford Preschool and we ask them to conduct themselves professionally at all times.
- Staff should treat each other and anyone attending the pre-school (children, parents/carers and visitors) courteously and with respect.
- Our staff will acknowledge or greet all parents and carers when they arrive to pick up or drop off their children.
- We expect staff to value all the children, to get to know them as individuals and to comply with South Milford Preschool Equal Opportunities policy at all times.
- We expect our staff to build relationships with parents and carers to support two way communication about the children in their care, though we recognise there may be limited opportunities for them to do this, due to time for that interaction to take place in a pick up or drop off scenario. We request that parents and carers offer our staff the same courtesy as good relationships can only benefit the children in our care.
- We value our staff and pride ourselves on our ability to retain them as continuity in our type of setting is key.
- We are always happy to receive feedback when we've got it right and we are also happy to receive feedback regarding where we can improve.

Swearing and abusive behaviour will not be tolerated from anyone at Preschool. If any member of staff or volunteer exhibits this behaviour they will be subject to the Preschool's Disciplinary Procedures. Any breaches of expected behaviours will be investigated and resolved in line with our Staff Disciplinary policy.

If our staff are subjected to inappropriate or abusive behaviour, including verbal abuse from parents or carers, they will be expected to report this to the Preschool managers.

## Professional Love

“Strong, warm and supportive relationships with adults enable children to learn how to understand their own feelings and those of others” - EYFS Statutory Framework.

Part of the role as an Early Years practitioner is the 'care' aspect of the role whilst working with young children as we create relationships and bonds together. This might look like a cuddle if a child falls over and hurts themselves or some reassuring words whilst sitting on

an adult's lap if they are missing home. A child cannot develop and thrive if they are not being 'cared' for effectively.

To maintain professionalism in this area, the following boundaries are implemented in the setting:

- 1) Staff will never kiss a child on the lips.
- 2) Staff will never force affection or physical contact upon a child who has not requested it.

## **Dress code**

Whilst working at South Milford Preschool staff will need to help to set up and pack away the setting, prepare food, facilitate craft activities and engage in physical activities with the children. The clothing and footwear worn should be chosen accordingly, taking into account comfort, health and safety, and practicality.

- Staff are provided with a uniform with their names on to help our users to get to know them (polo shirts and fleece jacket)
- Staff are expected to look smart at all times. Jeans are acceptable as long as they are not ripped or tatty.
- Footwear should be flat.

## **Confidentiality and Social Media**

Staff and volunteers must not pass on any information about children attending South Milford Preschool or their parents and families, to third parties without their permission. The only exception to this rule is information sharing with specific external agencies if there is a safeguarding issue. ('Third parties' includes other parents, friends, other children at the Preschool, the press, etc.) Please refer to our Confidentiality Policy for further information.

Posting any material relating to South Milford Preschool or its users on social media sites is strictly forbidden. Any breach of conduct will be dealt with in line with our Staff Disciplinary Policy and Social Media Policy.

Staff must not ask or accept friend invitations from parents or families of children that we care for on any social networking site. Friendships between staff/ parents that have known each other long term must be responsible for ensuring confidentiality.

Staff must apply a "good judgement" text for every social networking post you make to ensure you maintain professionalism, honesty and respect. Please refer to our Social Media Policy for further information.

## **Use of mobile phones and cameras**

Staff personal mobile phones must not be used or checked on whilst in session at preschool. They need to be kept in bags. Personal mobile phones are not accessible to staff during session

times and may only be used by exception and in accordance with our Mobile Phone policy. Staff on breaks may access their mobile phone during this time.

Staff members can use a designated pre-school camera to take photos of the children at pre-school. This must only be used by employed staff with enhanced DBS. Under no circumstances must phones or cameras be taken into the toilet areas.

Please refer to our Mobile Phone and Camera Policy for further information.

## Smoking, vaping, alcohol and drugs

Staff are not permitted to smoke or vape anywhere on the preschool premises, including the outside play areas and the carpark.

Staff are not permitted to bring alcohol or illegal drugs onto the preschool premises. If a member of staff arrives at work under the influence of alcohol or drugs they will be asked to leave immediately and disciplinary action may be taken.

If a member of staff is taking prescription drugs which might affect their ability to function effectively, they must discuss this with a manager immediately and agree on a safe and lockable place for storage of any prescription medicines.

## Declarations and changes of circumstances

Employees are expected to declare all convictions, cautions, court orders, reprimands and warnings that affect suitability. Please see staff contracts.

A childcare practitioner has a duty to notify the preschool manager of any changes of circumstance which may affect their suitability to work with children.

An annual status check will be performed by the preschool for all staff.

This policy was adopted by: South Milford Preschool on:	Date: May 2023
Reviewed:	May 2024 Sept 2024
Signed	M. Riches.

**Links to other policies:**

Safeguarding children and child Protection Policy

Mobile Phone and Camera Policy

Social Media Policy

Online Safety Policy

