**Staff Code of Conduct**

**Policy Statement**

At Leafield Pre-school we value the professionalism and individuality of our staff, volunteers and students. We wish to ensure that the staff reflect the high standards of our pre-school and represent the pre-school in dealings with the children, parents, carers, other professionals and the public. We require all staff, volunteers and students to provide a positive role model of behaviour by treating children, parents and one another with friendliness, care and courtesy.

Failure to comply with the associated Leafield Pre-school policies may result in disciplinary action being taken.

**Professional standards for staff**

It is expected that all staff, volunteers and students should provide an example of good conduct that you would wish others to follow:-

* Be flexible, reliable and punctual;
* Be honest and trustworthy in word and deed;
* Be hard working and willing to do as directed;
* Be motivated and happy to do your job;
* Be friendly and a positive role model to everyone: children, parents and other staff;
* Be welcoming to everyone within pre-school;
* Be professional at all times
* Undertake your duties in a competent, timely and responsible way;
* Ensure your knowledge and expertise is up to date and relevant;
* Show initiative;
* Contribute to and promote an environment that is free from discrimination, bullying and harassment;
* Maintain a high standards in safety and hygiene by keeping the pre-school safe and clean, maintaining a safe environment for the children;
* Act in the best interest of the children at all times;
* Ensure inclusive practice is provided at all times;
* Give equal opportunities to everyone within the pre-school regardless of their age, gender, race, religion, culture or background;
* Read and follow all the pre-school policies and procedures and implement them at all times;
* Maintain confidentiality at all times in accordance to our Confidentiality and Client access to records policy and information sharing policy. Any issues concerning children, their parents, staff, volunteers or students should not be discussed outside the pre-school;
* Comply with our Health and Safety policy and understand your shared responsibility for health and safety;
* Understand and implement our Safeguarding children and child protection policy. Ensure knowledge is up to date, identify signs of possible abuse and neglect at the earliest opportunity and respond to it in a timely and appropriate way in accordance with procedures;
* Keep all belongings, including mobile phones, smart devices and medication in the office at all times.
* Ensure that your behaviour at work or outside does not cause embarrassment to the pre-school or reflect negatively on the pre-school in a way that would bring our reputation into disrepute or cause a loss of public confidence. This includes through the use of social media.
* Understand that babysitting for parents outside of pre-school hours is: a private arrangement between you and the parent, is undertaken at your own risk and has absolutely no bearing on or in connection to Leafield pre-school.

**Relationships with children:**

* Be a positive role model at all times;
* Encourage children to express themselves and their opinions;
* Allow children to undertake experiences that develop self-reliance and self-esteem;
* Respect the rights of all children;
* Speak to the children in an encouraging and positive manner;
* Encourage the children to be courteous and polite;
* Listen actively to the children and offer empathy and support;
* Give each child positive guidance and encourage appropriate behaviour;
* Regard all children equally, and with respect and dignity;
* Have a regard to the cultural values, age, physical and intellectual development and abilities of each child in the setting;
* Provide opportunities for the children to interact and develop respectful and positive relationships with each other, staff members and volunteers at the setting, including encouraging children to keep themselves safe;
* Ensure all interactions with children are undertaken in the view of other adults, maintain a ratio of a minimum of two adults in sight and/or hearing (one always in sight) of where children are;
* Report any concerns promptly to the Leafield Pre-school designated lead safeguarding officer
* Be vigilant in safeguarding and keeping the children safe at all times.

**Relationships with parents and carers**

* Be respectful of, and courteous towards, parents at all times;
* Communicate with parents in a timely, professional and sensitive manner;
* Respond to concerns expressed by a parent in a timely and appropriate manner;
* Respect the cultural value of each child and their family;
* Work collaboratively and in partnership with parents;
* Consider the perspective of parents when making decisions that impact on the education and care of their child;
* Respect the privacy of information provided by parents and keep this information confidential.

**Relationship with colleagues**

* Develop relationships based on mutual respect, equity and fairness;
* Be supportive to colleagues;
* Work enthusiastically and support colleagues;
* Communicate with colleagues in a positive manner;
* Work as a team in a courteous, respectful and encouraging manner;
* Respect the rights of others as individuals;
* Share expertise and knowledge as appropriate and in a considered manner;
* Give encouraging and constructive feedback, and respect the value of different professional approaches.

**Close personal relationships at work**

We appreciate that close personal relationships do exist in the workplace. Whilst these relationships need not present a difficulty, they do need to be appropriately managed with guidelines in place to ensure that Leafield Pre-school maintains its duty of professional care and to avoid breaches of confidentiality, conflicts of interest, unfair advantages or misuse of authority.

Examples of a close personal relationship are:

* A family relationship
* A business/commercial/financial relationship
* A romantic relationship with a colleague, parent or carer, other professional or supplier.

The above are examples of close personal relationships which may give rise to conflicts of interest in the workplace. However close personal relationships are not limited to these examples and any staff member who considers they are in a potential conflict of interest should declare it as outlined below:

**Guidelines:**

* Staff should not allow a close personal relationship to influence their conduct at work;
* Staff should declare to their line manager any existing or new close personal relationship which may give rise to an actual or potential conflict of interest, trust or breach of confidentiality;
* The line manager will treat these matters sensitively and in confidence and in consultation with the member of staff to find ways that potential issues can be avoided;
* All declarations are treated in confidence, recorded in writing and placed in the employee’s individual file;
* Staff that declare a personal relationship at work will be treated fairly.

**Staff dress code**

To ensure all staff are appropriately attired for the workplace in an appropriate and professional high standard at all times, we request staff to adhere to the following guidelines:

* Maintain a neat and clean appearance
* Wear the uniform provided
* Other clothing must be safe, comfortable and practical for a range of indoor and outdoor tasks that the job role entails;
* Skirts and shorts must be knee length or longer;
* Leggings and low rise jeans should be covered by a top of a suitable length;
* Jeans may be worn but must not be tatty or ripped;
* Clothing must not be low cut, strappy, or expose underwear, midriff or back;
* Footwear should be practical and suitable for safe movement around pre-school;
* Clothing should have no offensive or inappropriate logos or wording;
* Clothing required for health and safety purposes will be supplied by preschool and worn when required;
* Finger nails should be clean and fairly short, jewellery and make up should be kept to a minimum.
* Long hair should be tied back.

Failure to adhere to this policy may result in staff being asked to return home and change into more suitable attire.

**Staff taking medicines or other substances**

* Staff taking any medication, either short term or on-going for medical reasons should declare this straightaway to their line manager;
* Staff must ensure that any medication being taken does not affect their ability to care for children by seeking medical advice. Staff will only work directly with children if medical advice confirms that the medication is unlikely to impair their ability to look after children properly;
* All medication, prescribed or otherwise must be stored safely by staff in the office and out of reach of children at all times;
* Staff must not be under the influence of alcohol or any other substances that may affect their ability to care for children;
* If we have any reason to believe that a member of staff is under the influence of alcohol or any other substance that may affect their ability to care for children, they will not be able to work directly with the children and further action will be taken.

**Medical, Dental or other appointments**

* The line manager must be the first person to be notified of any issues that may affect your ability to work or your attendance;
* Due to the nature of the business staff are requested to attend doctors, dental or hospital appointments outside of pre-school hours where possible;
* If it is not possible absence is dependent at the managers discretion and suitable cover being found.

**Staff illness or absence**

* If a member of staff is unable to work due to illness or any other reason they should contact the pre-school manager by a telephone call on the first and each subsequent day of absence;
* Staff should telephone the pre-school manager as soon as possible and by 8am at the latest so that cover can be arranged before the beginning of the pre-school session;
* Text or e-mail is not an appropriate form of communication on its own.
* If staff are unable to contact the pre-school manager they should contact the deputy manager to inform of their absence;
* Self-certification is allowed for a maximum of 7 days after which a statement of fitness to work (fit note) from your GP is required to be provided straightaway. You must obtain a new fit note every week thereafter for as long as the sickness prevents you from working. This must be provided to the pre-school manager promptly each week.

**Holidays**

* Due to the nature of the business, holidays should not be taken in term-time.
* In some circumstances, and at the discretion of the pre-school manager, staff may request holiday in term-time.

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