



Staff Code of Conduct

Safeguarding and Welfare Requirement: Suitable People

Providers must ensure that people looking after children are suitable to fulfill the requirements of their roles.

Policy statement

Parents and children are entitled to expect the highest standards of conduct from Whitchurch Pre-School staff. There is a warm and welcoming ethos in the pre-school. We expect all the policies and procedures to be followed to the letter.

This policy has been put into place to help us improve standards. This is also to help protect the staff from any misunderstandings and criticism.

Standards

We expect very high standards from all staff.

Parents bring their children to Whitchurch Pre-School for the highest levels of care. Staff are expected to support both children and their parents/carers/families, offering advice and signposting to further support as relevant.

All contact with parents must remain professional. Staff should remain calm, polite and above reproach. If a parent becomes angry or aggressive, and the staff member feels uncomfortable or threatened in anyway, a senior member of staff should be alerted and will step in. In this scenario the parent will be asked to leave the setting and return at a more appropriate time when the situation has calmed, or as appropriate. We have clear policies to follow in dealing with inappropriate behaviour which all staff are expected to follow.

We have a whistleblowing policy. All staff are expected to follow the agreed procedures, and without fear of recrimination, to bring to the attention of the Pre-School Supervisory Leader any deficiency in standards. If the concern is regarding a senior member of staff, then staff are to contact the Committee Chairperson direct or follow the Whistleblowing Policy.

Appearance

The appearance of staff is important and it is a reflection of their standing in the pre-school. All staff are expected to set a positive example. The Whitchurch Pre-School t-shirt provided, should be worn in setting at all times, and fleece jumpers on colder days. Staff should dress appropriately for their role. Thought must be taken when wearing skirts or dresses with regards to the length and practicality. No high heels shoes or open toed shoes should be worn. Flat shoes/boots or trainers are more appropriate when working with children.

Long hair should be tied back. Tattoos, love bites and other marks should be covered whilst at preschool. Only important rings should be worn, and studded earrings for safety.

Outside Commitments

All staff are required to notify the Supervising Leader and Chairperson if accepting additional employment. Any additional work must not cause conflict with their role at pre-school, and must not reflect badly on the pre-school.

Any 'babysitting' arrangements made privately with pre-school families must be notified in writing and a declaration completed by each part in recognition of this.

Smoking, Alcohol and Drugs

There is a no smoking policy applicable at ALL times, both on the premises and in the car park. No drugs or medication must be taken unless prescribed.

No staff member should take any substances that could affect their work.

No staff member should be under the influence of drink or drugs during their hours of work.

If any of the above were to occur, formal disciplinary action would be taken.

Personal Hygiene

Personal hygiene plays an essential part in the day to day running of the setting as the staff must lead by example. The staff and children work very closely together and good personal hygiene is important. Personal cleanliness is your moral duty, your legal duty and something to be proud of.

Daily Personal Hygiene

- Bathe or shower daily.
- Brush teeth every day.
- Wash hair regularly and tie long hair back.
- Keep finger nails short
- Have a clean change of clothing every day if needed.

We know you are all very good at getting the children to wash their hands on a regular basis.

Please put yourselves first and consider the implications of bad hygiene and what damage it could do to the pre-school.

Always wear gloves when changing children and always dispose of nappies etc in the appropriate bin. Refer to health and safety policy.

Staff Appointments

All staff appointed positions are based on merit. This avoids any possible action or bias. No staff member will be involved in an appointment where they are related to an applicant or have a close personal relationship outside of work.

Staff with the exception of the Supervising Leader, will not be involved in decisions relating to discipline, unless the Supervisor is the one under investigation.

No staff member will be involved in pay adjustments.

Mobile Phones

In accordance with the health and safety in setting, mobile phones are not permitted to be carried on your person in setting. Please refer to the 'Online Safety and Social Networking, including mobile phones and cameras Policy'.

Social Networking

Social networking should be personal to staff, and staff must not comment on the work place, colleagues, the children in setting or parents. Photos should never be put on the internet of the setting or children within the setting. Your profiles should be kept closed and not be accessible for all to see. **Staff must not accept friend requests from parents in setting, unless the**

friendship started before their child began at pre-school. Social media friendship should be notified to the Supervising Leader.

Conclusion

Whitchurch has a great reputation within the community. This is down to the staff/committee at the setting and the organisation. How you all conduct yourselves at work and in your personal lives reflect on the Pre-School. High standards are essential in all aspects of our work. Have respect for the authority figures in setting and for each other. Our staff team is our best asset.

This policy is reviewed annually, or as deemed necessary.

Policy reviewed.....(date)