



Policy Document:

Staff Code of Conduct.

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Policy statement

At the Meadows Day Care Centre 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 setting 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 everyone with respect and courtesy.

The Meadows Day Care Centre expects all employees to comply with management and to conform to The Meadows rules (set out below) and policies at all times. If these are disregarded or the employee behaves wrongly in some other way this will result in disciplinary action being taken.

Disciplinary action can consist of formal oral warning, written warning, a final written warning, and dismissal or in the case of gross misconduct, summary dismissal.

Professional standards for Staff

It is expected that all staff, volunteers and students should provide an example of good conduct that you 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 the setting;
- 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 high standards of safety and hygiene at all times
- Ensure that inclusive practice is provided at all times;
- Give equal opportunities to everyone at the setting regardless of their age, gender, race, religion, culture or background;
- Read and follow all policies and procedures and implement them at all times;
- Maintain confidentiality at all times in accordance with our 'Confidentiality and Information Sharing Policy'. Any issues, including personal, concerning children, their parents, staff, volunteers or students should not be discussed outside the setting;
- Comply with our Health & Safety policy and understand your shared responsibility for health & safety;
- Understand and implement our 'Safeguarding Children and Child Protection Policy'. Ensure knowledge of safeguarding requirements 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 personal belongings, including mobile phones and medication, safely locked away in your locker or in a safe place within the cloak room or office;
- Ensure that your behaviour at work or outside does not cause embarrassment to the Nursery or reflect negatively on setting in a way that would bring our reputation into disrepute or cause a loss of public confidence. This includes through the use of social networking sites;

- Understand that babysitting for parents out of Nursery hours is a private arrangement between you and the parent, is undertaken at your own risk and has absolutely no bearing on or connection to the Meadows.

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;
- Speak to children in an encouraging and positive manner
- Encourage children to be courteous and polite;
- Listen actively to 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 regard to the cultural values, age, physical and intellectual development, and abilities of each child at the setting be adhered to at all times;
- Provide opportunities for children to interact and develop respectful and positive relationships with each other, and with other staff members and volunteers at the setting, including encouraging the children to keep themselves safe;
- Ensure all interactions with children are undertaken in full view of other adults;
- Report any concerns promptly to the setting manager or LADO and Safeguarding Children Office;
- Be vigilant in safeguarding and keeping children safe at all times.

Relationships with Parents and Carers

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

Relationships 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;
- Value the input of colleagues;
- Respect the rights of others as individuals;
- Share expertise and knowledge as appropriate and in a considered manner; and
- 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 the Nursery maintains its duty of professional care and to avoid any breaches of

confidentiality, conflicts of interest, unfair advantage 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.

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, find ways in which potential issues can be avoided;
- All declarations are treated in confidence, recorded in writing and placed on the employee's Personal File;
- Staff who declare a personal relationship at work will be treated fairly.

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

Staff Dress Code:

To ensure that all staff are appropriately attired for the work place to a high standard of dress and grooming commensurate with their professional position at all times, we request staff to adhere to the following guidelines:

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

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

Staff taking Medication or other Substances

- Staff taking any medication, either short-term or on-going, for medical conditions should declare this straightaway to the Centre 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 the 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 their locker 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 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 allowed to work directly with the children and further action will be taken.

Medical, Dental or other Appointments

- The Centre 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 doctor, dentist or hospital visits outside of pre-school hours if possible.

Staff Illness or Absence

- If a member of staff is unable to work because of illness or any other reason, they must personally inform the Centre manager, preferably by a telephone call, on the first and each subsequent day they are unable to work;
- Staff should contact the Centre manager as soon as possible and by 8.30am at the latest to inform of an absence so that cover can be found before the nursery session starts;
- Text or email is not an appropriate form of communication on its own, always telephone as well.
- If staff are unable to contact the Centre, 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 for Work ("Fit Note") from your GP must be provided straightaway. You must obtain a new Fit Note every week thereafter for as long as sickness prevents you from working. This must be provided to the Centre manager promptly each week.

Holidays

- Due to the nature of the business, it is a condition of employment that holiday is not to be taken during term time;
- In exceptional circumstances, and at the discretion of the Centre manager, staff may request holiday in term time.

Rules

1. Employees should comply with the terms of their employment.
2. Employees should satisfactorily perform the instructions given for carrying out the function of their employment.
3. Employees should satisfactorily perform any reasonable request relating to their function by an authorised manager.
4. There should be proper and authorised use of The Meadows equipment, time and property.
5. Making of long or numerous private telephone calls (and emails) is not permitted.
6. Removal of The Meadows property from the premises without permission is not permitted. Permission must be given by the Centre Manager or committee Chairperson.
7. Employees are not allowed to take other paid employment which may compromise his/her performance at the Meadows without permission of the Centre manager - this permission will not be unreasonably refused.
8. Safety equipment should be used at all appropriate times.
9. Threatening, aggressive or violent behaviour or language is not permitted and may lead to dismissal - this applies both during working hours and outside of the work environment.
10. Discriminatory behaviour, language, or non-verbal language is not permitted.

11. Harassment of individuals, whether sexual or otherwise, is not permitted.
12. Bullying of individuals, in any form, is not permitted.
13. Behaviour or actions that would in any way jeopardise the safety or well-being of other employees, students on placement, volunteers or clients is not permitted.
14. Unnecessary disclosure of confidential information concerning the work of The Meadows or its employees is not permitted (this does not affect the employee's rights under the Public Interest Disclosure Act 1998). Please refer to Centre's Confidentiality Policy. All staff, students, volunteers and committee members are required to sign and abide by a Confidentiality Agreement.
15. The consumption of alcohol or the taking of illegal drugs on The Meadows premises is not permitted.
16. Gambling on The Meadows premises is not permitted.
17. Smoking on The Meadows premises is not permitted.
18. Employees must not behave in any way that brings or may bring The Meadows into disrepute. Please also refer to Centre's policy for Social Network and Blogs.
19. Employees will not bring sexually explicit material (pornographic) into the workplace or engage in inappropriate sexually explicit conversation within the workplace.
20. Shouting and verbal intimidation is also seen as unacceptable and will constitute gross misconduct.
21. Employees will refrain from making malicious, false or defamatory statements which may cause harm to colleagues, committee members, volunteers or clients or the reputation of the Centre itself; to do so will constitute gross misconduct.

The following are examples of the kind of behaviour which can constitute gross misconduct and which could lead to summary dismissal:

- Physical violence towards anybody: this applies to your role as an employee but also outside of the work environment.
- Behaviour that seriously jeopardises health or safety.
- Serious misuse of the trust that exists between employees and anyone for whom The Meadows is responsible.
- Incapacity for work due to being under the influence of illegal drugs or alcohol.
- Gross insubordination.
- Deliberate damage to The Meadows property.
- Serious infringement of the rules of The Meadows.

ADOPTION AND ANNUAL REVIEW OF THE POLICY

This policy was adopted on:..... - 1 October 2012
Signed:..... SK

This policy was reviewed/amended in:..... - October 2013
Signed:..... SK

This policy was reviewed/amended in:..... - October 2014
Signed:..... SK

This policy was reviewed/amended in:..... - July 2015
Signed:.....JRS

This policy was reviewed/amended in:..... - July 2016
Signed:.....JRS

This policy was reviewed/amended in:..... - September 2017
Signed:.....JRS

This policy was reviewed/amended in:..... - September 2019
Signed:..... SK

This policy was reviewed/amended in:..... - October 2020
Signed:..... SK

This policy was reviewed/amended in:..... - November 2022
Signed:.....JRS

This policy was reviewed/amended in:..... - August 2023
Signed:.....JRS

This policy was reviewed/amended in:..... -
Signed:.....

This policy was reviewed/amended in:..... -
Signed:.....

