

5.2 Code of Conduct

- Staff working at Downton Community Pre-School are responsible for their own actions and behaviour and should avoid any situations which would leave any question about their motivation or intention.
- All staff should be familiar with all the policies of the pre-school and refer to them when appropriate.
- All staff will be introduced to the Safeguarding Children policy and it is the duty of all staff members to feel confident in its content and feel confident in recognising a child suffering harm and how to handle any situation that may arise as a result. If a staff member feels they need more training in this area, it is their duty to contact the manager personally.
- Staff are expected to set a good example to the children and behave in an appropriate and polite manner. Getting down to the children's level, giving them eye contact is all positive.
- Staff should not pay excessive attention, positive or negative, to any individual child to the detriment of other children in their care.
- Staff should think about their deployment and where they would be most needed- for example if there are most children outside and only one inside, it is more appropriate for more adults to be supervising outside as opposed to 2 adults inside.
- Staff should take care to not be alone with a child, if this is necessary (eg. when changing nappies) then let another member of staff know, or be in earshot of other staff members. See the Safeguarding policy.
- Staff should be aware that there is a potential for misunderstanding when touching children. Touching should only be initiated when it is part of an activity and is appropriate. Consoling upset children and first aid situations are acceptable.
- Children should only be lifted and carried when they are injured or have fallen over, or to be lifted onto the changing mat during nappy changing. If you know you are unable to do this, come down to the children's level instead.
- Staff should encourage children to carry out personal care themselves, if they cannot manage, ask if they would like help.
- Staff must never behave in a way which frightens or demeans the children.
- The children should be listened to and staff should take every opportunity to raise their self-esteem and confidence.
- Staff will talk with each other and the children politely at all times. Raised voices will only be used when a child is at risk of harm if they are not stopped quickly and an adult is not within easy reach.
- Bullying of both staff and children will not be tolerated. Adults will not use swear words at any time and they will avoid any conversation about adult content whilst children are present. Racist, sexist, homophobic or other discriminatory language will not be tolerated.

- All staff are expected to work as a team with all other staff members and should be consistent with enforcing behaviours.
- Children should not be given gifts or personal items, and likewise staff should not accept gifts or personal items. The exception to this would be customary gift giving, for example at birthdays or the end of term. Any gifts received by staff should be reported to the manager.
- Staff will dress practically and appropriately for working with young children. All staff members will avoid low cut tops or excessively short skirts/shorts. No facial piercings other than earrings will be accepted. Footwear should be suitable for both indoor and outdoor situations with no high heel.
- As with all public places the pre-school is a non-smoking area. We also ask staff to refrain from smoking in their cars on school premises.
- Any member of staff arriving at work under the influence of drugs or alcohol will be asked to leave the vicinity of the children.
- Staff will not use mobile phones during their working hours and are aware of how to remain e-safe at all times without breaking child or setting confidentiality. Phones are to be kept in the office during school opening hours. The pre-school phone number should be given as an emergency contact number for staff children etc. This is your responsibility to give this to people who may need to contact you in an emergency. Should you be using your mobile phone, this will be recorded and given to the chairs to deal with the consequences.
- Holidays are usually not given during term time, however if you do request this, you must give half a terms notices and the manager must ensure there is adequate cover. This is at the discretion of the employer and there is absolutely no obligation to grant such requests. If you then decide to take this, despite the holiday request not being granted, there will be consequences which will be down to the manager and the chairs to decide.
- Never let allegations or concerns, made by anyone, go unacknowledged, unresolved or not acted upon. Relevant forms are kept in the filing cabinet, with the accident book and other confidential information. The manager or DSL is always available if a staff member is unsure of what action to take.
- Appropriate records are kept of all concerns by the manager in the office.
- Any concerns should be directed to the manager or DSL as soon as possible.
- Photos and videos of children are only to be used for learning journeys, displays and our website. Parent's have been made aware of this and have consented to this in their induction. Make yourself aware of where to find this information.
- Staff will remember their code of conduct outside of the school gates, including online activities, and not discuss any aspect of school or staff. Staff are not to become friends with parents who have children in their care on social media sites, unless they were friends prior to their child starting pre-school. They will certainly not discuss their child/children or other children who attend the pre-school on social media. This can be done during the day at preschool.

- It is important that staff do not put anything onto social media which will have a detrimental effect to the preschool or any potential parents who are looking to sign their child up in future. Failure to do this will be recorded and discussed with the manager/chairs and consequences will occur.
- As part of their responsibilities, staff may be given highly sensitive or private information. The storing and processing of personal information about children is governed by the Data Protection Act 1998. Such information should be kept confidential and shared on a need-to-know basis only.
- Supervise the children at all times
- Be aware of the children's safety and needs and respond to their needs appropriately
- Ensure there are a range of stimulating, educational and fun activities
- Take responsibility for your actions, be courteous and use your initiative.
- Reflect on your work, build on your strengths and improve on your weaknesses. Seek to improve yourself and your skills.
- Provide constructive feedback and ideas to improve the preschool. Build upon your strengths and improve upon your weaknesses
- Be enthusiastic towards your job, parents, children and other team members
- Be reliable, with minimal absences and put yourself in the 'shoes' of others
- Ensure the highest quality of care to the children and safeguard their environment
- Uphold the trust placed in you by clients by respecting their individual requests and demands, and providing the highest standard of care
- Complete any tasks outlined to you by the manager
- Staff read and sign this policy to ensure they understand and cooperate with the content. Failure to do this will result in consequences decided by the chairs and manager.

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| This policy was adopted at a meeting of | Downton Community Preschool | <i>(name of provider)</i> |
| Held on | September 2019 | <i>(date)</i> |
| Date to be reviewed | September 2020 | <i>(date)</i> |
| Signed on behalf of the provider | <hr/> | |
| Name of signatory | Sarah Nutbeam and Lucy Babb | |
| Role of signatory (e.g. chair, director or owner) | Co-Chairs | |