

Staff Code of Conduct

Introduction

This policy sets out clear guidance on the standards of behaviour expected from all staff at The Acorn Nursery School. The principles underlying the guidance aim to encourage staff to achieve the highest possible standards of conduct and minimise the risk of inappropriate conduct occurring. Staff are in a unique position of trust and influence as role models for the children in our care. Therefore, staff must adhere to behaviour that sets a good example to all within the nursery.

Scope

This policy applies to all staff, including casual, temporary, voluntary and work-experience staff.

Professional Behaviour and Conduct

- Staff must have regard for and abide by their requirements under the Statutory Framework for the EYFS and the nursery policies and procedures designed to keep children safe from harm whilst teaching children and supporting their early development.
- Staff are expected to behave as a positive role model for the children in their care by remaining professional at all times and demonstrating caring attitudes to all.
- Staff are expected to work as part of the wider team, cohesively and openly.
- Staff must put our children first. The safety, welfare and ongoing development of children is the most important part of their role.
- Staff should show fairness in their treatment of children and avoid behaviours such as: embarrassing or humiliating children; name calling; making jokes at the expense of children; discriminating against or favouring children, and sarcasm.
- Staff must not raise their voices unnecessarily.
- Staff should always listen to children and acknowledge their feelings.
- Staff should support children to co-regulate their emotions and behaviours, for example, children need support to calm down with a quiet game or song after a noisy or exciting activity.
- Staff should be mindful of their interactions with children and make efforts to not interrupt conversations between children or the flow of children's thinking. Interferences should be intended to enhance the children's play.
- Staff should avoid confrontations and call upon other members of their team if necessary for support.
- Staff must show tolerance of and respect the rights of others and should uphold the fundamental British values including democracy, the rule of law, individual liberty, mutual respect, and tolerance of those with different faiths and beliefs.
- Staff must maintain the public image of the nursery and do nothing that will put the setting into disrepute. Care should be taken to avoid any conflict of interest between activities undertaken outside the nursery and responsibilities within the nursery.
- Staff must report to management immediately any changes in their personal life that may impact on the ability to continue their role. These may include (but are not limited to) changes in police record, medication or any social service involvement with their own children.

Safeguarding and Whistleblowing

- All staff must react appropriately to any safeguarding concerns quickly and concisely in accordance with relevant procedures and training received.
- All staff have a duty to report any behaviour by a colleague which raises concern. Staff should refer to The Acorn Nursery School Whistleblowing policy for further guidance.

Physical Contact with Children

- It is appropriate and proper for staff to have physical contact with children, but it is crucial that they only do so in ways appropriate to their professional role. When physical contact is made with children it should be in response to their needs at that time, of limited duration and appropriate to their age and stage of development.

- Where feasible, staff should seek the child's permission before initiating contact. Staff should listen, observe and take note of the child's reaction or feelings and, so far as is possible, use a level of contact which is acceptable to the child for the minimum time necessary.
- It is not possible to be specific about the appropriateness of each physical contact, since an action that is appropriate with one child in one set of circumstances may be inappropriate in another, or with a different child. Staff should therefore, use their professional judgement at all times.
- Staff should refer to The Acorn Nursery School's Intimate Care and Physical Intervention Policies and the training provided as part of their induction.
- Physical punishment of any kind, or threats of it will not be tolerated. Force should never be used.

Confidentiality

- Staff must not discuss confidential information about children, their parents / carer or their siblings with anyone outside of the nursery. Confidentiality must be maintained at all times.
- Staff must only discuss confidential information with colleagues who have a professional role in relation to the child on a need to know basis.

Complaints

- Staff should refer concerns or complaints to either the Manager, Wendy Hastie or directly to the Head of Nursery.

Relationships with Children and their Families

- Staff must ensure that parental relationships are professional and external social relationships are not forged. If a relationship exists prior to the child starting at the setting, discussions with management will be held to ensure the relationship remains professional.
- It is our policy that staff do not have any current parents as 'friends' on social network sites or communicate with current parents regarding nursery matters on their own IT equipment.

Online Safety

- Staff must adhere to the Mobile Phone and Camera procedures along with the Internet Safety procedures set out in the Safeguarding Children Policy.
- Photographs or video footage of children should only be taken using setting equipment for purposes authorised by the nursery and should be stored securely and only on setting equipment.

Remember the children attending our nursery are very, very young and should be treated with professional love, kindness and respect at all times.