



## **Staff Code of Conduct**

To be read in conjunction with the Disciplinary Procedure, Safeguarding & Child Protection Policy, Low-Level Concerns Policy, Whistleblowing Policy, and Safer Recruitment Policy.

### **1. Policy Statement**

At New Beginnings Nurseries Ltd, we take the safety, welfare, and ongoing development of children extremely seriously. All staff are expected to always place the best interests of the child at the centre of their practice.

Nursery practitioners are role models and are in a unique position of influence. As such, they must demonstrate consistently high standards of personal and professional conduct both within and outside working hours.

This policy applies to all employees, students, volunteers, agency staff and contractors working within the nursery.

We are committed to:

- Safeguarding and promoting the welfare of children
- Acting in accordance with the Statutory Framework for the Early Years Foundation Stage (EYFS)
- Maintaining public trust in the early year's profession
- Promoting equality, inclusion, and British Values
- Operating a culture of openness where safeguarding concerns — including low-level concerns — are raised and addressed without fear

### **2. Expected Standards of Behaviour**

All staff must:

- Put children first. The safety, welfare and development of children is paramount.
- Act in the best interests of every child at all times.
- Behave as positive role models, demonstrating calm, respectful and professional conduct.
- Speak in a calm, objective, and measured manner, even in challenging circumstances.
- Show empathy, patience, courtesy, and respect.
- Maintain clear and appropriate professional boundaries with children and families.
- Never share personal information with children or become overly familiar.



- Not involve children in adult matters or inappropriate emotional situations.
- Avoid favouritism or singling out children without clear professional reason.
- Ensure that all conversations within the nursery environment are appropriate to be heard by children. Staff must not discuss confidential information, safeguarding matters, adult concerns, personal issues, complaints or disagreements in the presence or hearing of children.
- Not speak negatively about children, families, or colleagues in any area where they may be overheard by children or parents.
- Never kiss children. Physical comfort (such as a cuddle) should only be provided when necessary for reassurance, be child-led, proportionate and, wherever possible, in the presence of another practitioner.
- Avoid unnecessary one-to-one situations in secluded areas.
- Work cohesively and respectfully as part of the wider nursery team.
- Treat colleagues as they would wish to be treated and never publicly undermine another member of staff.
- Not bully, intimidate or threaten colleagues under any circumstances.
- Maintain high standards of honesty and integrity, including in financial matters and the use of nursery property.
- Maintain professional attendance and punctuality.

### **3. Safeguarding Responsibilities**

All staff have a duty to safeguard children from:

- Physical abuse
- Sexual abuse
- Emotional abuse
- Neglect
- Radicalisation
- Exploitation (including online exploitation)

Staff must:

- Familiarise themselves with the Safeguarding & Child Protection Policy.
- Report any safeguarding concerns immediately to the Designated Safeguarding Lead (DSL).
- Record concerns factually and promptly in line with nursery procedures.
- Never promise confidentiality to a child where there is a risk of harm.
- Inform management if they believe a colleague's behaviour may compromise a child's safety.
- Understand that safeguarding is everyone's responsibility.
- Exercise professional curiosity and respectfully challenge where necessary.



Any staff member may make a direct referral to children's social care if they believe a child is at risk of significant harm.

In the case of an allegation against a staff member, the Local Authority Designated Officer (LADO) will be contacted, and procedures followed in accordance with statutory guidance.

## **4. Confidentiality & Data Protection**

Staff must maintain strict confidentiality regarding:

- Children
- Families
- Colleagues
- Nursery business

Information must not be shared unless authorised and in accordance with GDPR and the nursery's Data Protection Policy.

Comments regarding children, families or nursery matters must never be made on social networking sites.

## **5. Professional Relationships with Parents**

- Relationships with parents must remain professional at all times.
- Staff must not engage with parents via personal social networking accounts.
- Staff must not exchange personal contact details.
- Where a prior relationship exists, this must be declared to management.

## **6. Use of Technology & Social Media**

Staff must:

- Adhere to the Mobile Phone and Electronic Device Policy.
- Adhere to the Social Networking Policy.
- Never take photographs of children on personal devices.
- Exercise extreme caution when using information technology.
- Not use artificial intelligence or digital editing tools in any way that compromises children's dignity, privacy or safeguarding.
- Refrain from making comments that could bring the nursery into disrepute.

## **7. Suitability & Personal Conduct Outside Work**



Staff must inform the Nursery Manager or senior leadership immediately of any changes that may affect their suitability to work with children, including:

- Criminal investigations, cautions or convictions
- Changes to DBS status
- Police involvement
- Social services involvement with their own children
- Significant changes in health or medication
- Any matter that may bring the nursery into disrepute

This duty is ongoing throughout employment. Failure to disclose relevant information may constitute gross misconduct.

## **8. Equality, Inclusion & British Values**

Staff must:

- Treat children with dignity and respect.
- Promote equality, diversity, and inclusion.
- Not discriminate under the Equality Act 2010.
- Promote fundamental British Values.
- Ensure personal beliefs are not expressed in ways that exploit children's vulnerability.

## **9. Monitoring Staff Conduct & Ongoing Suitability**

The nursery will:

- Conduct regular supervision meetings.
- Carry out peer observations.
- Monitor staff interactions with children.
- Maintain staff suitability declarations.
- Operate a Whistleblowing Policy.

## **10. Procedures Where Concerns Arise**

If concerns are identified:

1. An immediate meeting will be held.
2. Support mechanisms will be offered where appropriate.
3. Safeguarding procedures will be followed if children's welfare may be at risk.



4. The Disciplinary Procedure may be implemented where necessary.
5. The LADO will be contacted in cases of allegations.
6. The Low-Level Concerns Policy will be considered where LADO thresholds are not met.
7. All discussions and actions will be confidentially recorded.

## 11. Breaches of the Code

Failure to adhere to this Code of Conduct may result in disciplinary action up to and including dismissal.

| This policy was adopted on       | Signed on behalf of the nursery | Date for review                      |
|----------------------------------|---------------------------------|--------------------------------------|
| <i>1<sup>st</sup> March 2026</i> | J Wilkinson                     | <i>1<sup>st</sup> September 2026</i> |