

Staff Code of Conduct



PARKWAY PRE-SCHOOL

Guiding principles

- The welfare and safety of the child is paramount.
- All staff are responsible for safeguarding and promoting the welfare of children.
- Staff who work with children are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions.
- Staff should work and be seen to work in an open and transparent way.
- The same professional standards should always be applied regardless of culture, disability, gender, language, racial origin, religious belief and or/sexual identity.
- Staff should continually monitor and review their practice and ensure they follow the guidance contained in this document.
- **Staff must adhere to all Parkway Pre-school policies.**

Code of conduct examples

- All staff must recognise and respect the value and worth of each child and family, regardless of economic or social background.
- Early years practitioners are responsible for nurturing and educating young children as well as providing information and support to parents.

- Early years practitioners should seek to improve their understanding of the development of young children through ongoing education and collaboration with colleagues.
- If staff have concerns regarding the Pre-School manager the Whistleblowing Policy may be followed. (Refer to Policy)
- When information is necessarily confidential it should only be made available on a 'need to know' basis.
- Staff should dress appropriately for their job and give a positive image.
- Except for medical reasons, employees must not take any substances that might affect their work.
- No staff should consume or be under the influence of drink/drugs during their hours of work.
- No smoking is permitted on the premises.

Best practice guidelines in relation to use of mobile phones and digital equipment - (Refer to e-policy)

Staff mobile phones should be stored in their bags, in the storage cupboard, when at work and while the children are in attendance.

- The preschool telephone number can be used as the main point of contact for staff in an emergency.
- It is the responsibility of the manager to approve photographs for use on the website and for marketing purposes.
- All staff should be aware of the settings e-safety policy regarding access to and use of the internet.

Review 2027