

APPENDIX 2

CODE OF CONDUCT POLICY

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1.1	08/2023	Area Manager	
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BACKGROUND

At Leaping Lilies Day Nursery, we value and support our staff. We take the safety and welfare of our children and staff seriously. This policy ensures staff behave in an appropriate manner, act as positive role models for, and protect all children in their care. Within this policy we will also ensure that any changes to staff behaviours or ways of working are closely monitored, discussed and supported to ensure all children are safeguarded throughout their time here.

All staff, volunteers and students are responsible for safeguarding and promoting the welfare of children and young people. This responsibility extends to a duty of care for those adults employed, commissioned or contracted to work with the children. These adults who work with children are responsible for their own actions and behaviour and should avoid any type of conduct which would lead any reasonable person to question their motivation and intentions.

At Leaping Lilies Day Nursery all staff will work and be seen to work, in an open and transparent way. We will ensure that this professional standard is applied to all children and families regardless of culture, disability, gender, language, racial origin, religious belief and/or sexual identity.

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Our guidelines are as follows:

1. OUR GUIDELINES

At Leaping Lilies Day Nursery our staff will

- Be approachable and friendly, while still being objective and professional and not blurring relationship boundaries.
- Offer advice and support to parents in a respectful way, including initiating possibly difficult discussions, directing parents to other relevant services and making appropriate referrals.
- Share the safeguarding policy with parents and how the information will be shared with
- Be professionals.
- Focus on the care and development of each individual child, not making comparisons with other children or breaching confidentiality.

Expected staff behaviour

Within our nursery we expect our staff to:

- Spend the majority of their time playing with, talking too, supporting and engaging with children.
- Treat children with kindness and respect. Putting children first, their safety, welfare and ongoing development is the most important part of their role.
- Behave as a positive role model for the children by challenging sexist, racial, ethnic and gender stereotypes, and by promoting positive representations of the differing types of families and lifestyle choices in the nursery.
- Remain professional at all times and demonstrate caring attitudes to all.
- Work respectfully with colleagues as part of the whole nursery team, cohesively and openly.
- Be aware of their requirements under the EYFS Statutory Framework and the nursery policies and procedures.
- Be willing and open to reflecting on and developing their practice, through training, mentoring and other methods, within a culture of “everyone a learner” at Leaping Lilies.
- React appropriately to any safeguarding concerns quickly and concisely in accordance to the nursery and Local authority procedures and in line with the induction and training received.
- Not share any confidential information relating to the children, nursery or families using the facility.
- Feel confident to come to the managers with concerns, frustrations or difficulties in the knowledge that managers will listen and support them to find solutions.
- Maintain the public image of the nursery and do nothing that will bring the nursery into disrepute.

- Ensure that relationships with parents and carers are respectful and professional. We recognise that at times these relationships can be challenging, so ask all staff to seek support in supervision or sooner if needed.
- Ensure no external social/social media relationships are made with parents. If a relationship exists prior to the child starting at the setting, you are required to disclose this to management. Discussions with management will need be held to ensure the relationship remains professional.
- Adhere to the Mobile Phones and Other Electronic Devices, and Social Networking policies within the employee handbook.
- Report to management immediately any changes in personal life that may affect ability to continue their role at Leaping Lilies. This may include (but is not limited to) changes in police record, medication, and any social services involvement with their own children.
- Not talk about parents, personal issues or complaints about work in front of or while working with children. All conversations that take place while children are present must be suitable for children to hear. Staff must be mindful of conversations about body image, personal lives or accident or incidents that are not suitable for children to hear.
- Not to be under the influence of alcohol or any other substance that may affect their ability to care for children. If staff feel medication or any other issue is affecting their ability to care for children, they must speak to the manager immediately.
- Inform the managers of any current or new intimate relationship with a colleague or parent.
- Exclusive or sexual relationships between professional colleagues responsible for the moral guidance of our children are generally discouraged. Displays of physical affection between staff should be kept to a minimum and only shown where it would be positively beneficial for a child to witness - for instance a comforting arm round the shoulder if someone is upset. Displays of more intimate affection between staff are not to be shown. Staff members must recognise the importance of their own physical presentation and the nature of their interactions with colleagues. Each worker is expected to take responsibility for the impact of their own behaviour upon the dynamic functioning of the community. The meaning for the children must be the paramount consideration.

Monitoring staff behaviour

Within the nursery managers will:

- conduct regular observations of all staff, during which we will look at interactions with children and peers.
- have regular supervision sessions with all staff in which we will help staff develop professionally, share concerns or frustrations and support them to find resolutions. In addition ongoing suitability will be monitored and recorded

- operate a whistleblowing policy that enables team members to discuss confidentially any concerns about their colleagues.
- carry out an annual review with all employees which includes checking ongoing suitability.
- have clauses in staff contracts to ensure any changes to their suitability to work with children are reported immediately to management.
- ensure all new staff members are suitable with the appropriate checks as detailed in the Safeguarding and Safer recruitment policies.
- ensure new staff are closely supervised by line managers / managers during their induction and trial period. New staff will not be left alone with children or carry out intimate care routines during their induction and will be closely supervised during the trial period of their employment.

Any staff behaviours that cause concern, such as sudden changes in behaviours, changes of beliefs, changes in relationships with children or adults, sickness, lateness, and standards in work slipping, will be investigated further by the managers.

Alcohol, Drug abuse, Smoking and E-cigarettes.

The consumption of alcohol on the premises is strictly forbidden unless it is part of an agreed event authorised by management, such as a staff barbecue/event. Any employee who is found consuming alcohol on the premises or is found to be intoxicated at work will face disciplinary action under the disciplinary procedure. Please be aware that even if you are not found to be intoxicated, coming into work suffering from the immediate after effects of alcohol may also impair your ability to perform your role to the required standards. A breach of this procedure is considered an act of gross misconduct.

The possession, use or distribution of drugs for non-medical purposes on the premises sites is strictly forbidden. Any member of staff who is found to be intoxicated at work will face disciplinary action under the disciplinary procedure. A breach of this procedure is considered an act of gross misconduct.

Smoking is forbidden (including e-cigarettes) on the premises or in sight of the nursery grounds. Any member of staff who is found smoking on the premises will face disciplinary action under the settings disciplinary procedure.

If staff members do smoke hands must be washed, teeth cleaned and clothes changed before attending to the care of any child.

Members of staff who wish to smoke before their shift commences or at break times, must ensure that they are not identifiable by their uniforms and are a reasonable distance from the building. Hands must be washed, teeth cleaned and clothes changed before attending to the care of any child. Staff have a duty to ensure they do not smell of smoke at any time during working hours. Cigarettes, matches and lighters must be kept securely away from children.

Electronic Cigarettes - Although generally thought to be less harmful than smoking real cigarettes, electronic cigarettes still contain the addictive chemical nicotine as well as other toxic substances. Consequently, for the purposes of this code of conduct, the smoking of substitute cigarettes is deemed to be the same as smoking the real thing. This policy should be read in conjunction with the alcohol and drugs and no smoking policies within the employee handbook.

Medication, Health, Safety and Hygiene

Staff must not be under the influence of any medication which may affect their ability to care for children. If a member of staff is prescribed medication by their doctor that may affect their ability to perform work, then this should be discussed with the setting Manager.

Medication should be kept in the office unless agreed with the Manager that your medication requires you to have it nearby, in such instances a risk assessment would be put in place to ensure that your medication is out of reach of children.

Leaping Lilies will act positively to minimise the incidence of all workplace risks as required by the Health and Safety at Work Act 1974 and other associated legislation. Through continuous improvement of standards, and comprehensive use of risk assessments we aim to systematically remove the causes of accidents/incidents and ill health. Staff must work as a team to minimise any risk and use common sense methods to remove any potential risk.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff, contractors and volunteers to share this commitment. Staff will be provided with a Health and Safety induction when joining the nursery as well as on-going training as required.

All activities should be carried out with the highest regard for the health and safety of all staff, children and visitors. Staff have a responsibility to carry out tasks in accordance with training received e.g. manual handling and to wear protective clothing provided where appropriate. (See Health and Safety Policy).

Staff should be a role model to the children in terms of their own health and hygiene.

Leading by example is the best way to teach good behaviours to children for example:

- Have a clean, neat and tidy appearance.
- Encourage children's awareness of physical development (exercise, diet, rest, challenges and risks)
- Show the importance of hydration (drink plenty of water).
- Use 'good manners' and clear purposeful language/communication.
- Show how keeping fit is important to development of mind and body.
- Show children how to take positive risks safely.

Mobile Phones and Cameras.

Members of staff must keep personal mobile phones in a secure place, in a staff area only.

Personal mobile phones are not permitted in any spaces that are accessed by children.

It is recognised that in certain situations it may be necessary for staff to have a mobile phone for the use of the setting e.g. on an outing. The use of a mobile phone must never detract from the quality of supervision and care of children.

Personal mobile phones or similar devices must not be used to take photographs of children.

Members of staff must only use cameras/tablets provided by the setting to take photographs of children. Failure to comply will result in disciplinary action.

Staff have a duty to ensure parents do not use their mobile phones to take photos in the setting. (See Mobile Phone, Camera and Media Policy)

Dress Code and Appearance

The pre-school will provide appropriately branded T shirts and fleeces. Staff should wear comfortable black trousers and sensible flat shoes.

Staff should wear clothing which is;

- comfortable,
- allows free movement and is appropriate to their role.
- Is not likely to be viewed as offensive, revealing or sexually provocative.
- Does not distract, cause embarrassment or give rise to misunderstanding.
- Is absent of any political or otherwise contentious slogans.
- Is not considered to be discriminatory and is culturally sensitive.

Staff should ensure hands and nails are kept clean and long hair is tied back. Jewellery should be minimal to avoid safety implications. This dress code should be read in conjunction with the standards of dress and appearance policy within the employee handbook.

Disclosure and Barring Service (DBS)

All staff have a duty to notify the Nursery of any circumstance which may affect their suitability to work with children. The Nursery Manager is responsible for ensuring all staff, including contractors, bank staff, students and volunteers, are suitable to work with children.

Checks are carried out via enhanced Disclosure and Barring Service (DBS) (CAPITA) clearance checks as well as other sources, such as employer references, identity checks and qualification checks, amongst others.

All staff are subject to complete a suitability check form annually which will give opportunity for Staff and Managers to assess any changes in circumstances personally or within the Employees family that could impact their suitability.

Where possible new staff will have the checks completed prior to starting employment. However if there are delays in checks coming through, on rare occasions and as a last resort, candidates may work in the nursery before these checks are completed as long as they are supervised by registered and DBS checked staff at all times. Staff awaiting these checks will never:

- Be left unsupervised whilst caring for children.
- Take children for toilet visits unless supervised by registered staff.
- Change nappies.
- Be left alone in a room or outside with children.
- Administer medication.
- Take photographs of any children.
- Look at a child's learning and development log.
- Have access to children's personal details and records.

The nursery requires each member of staff to subscribe to the government's DBS Update Service within 19 DAYS of receiving their initial or revised DBS certificate. This service can be accessed online at <https://www.gov.uk/disclosure>.

Confidentiality

Staff must guard against breaches of confidentiality by protecting information from improper disclosure at all times and follow all appropriate policies. (Please also refer to your confidentiality policy within the employee handbook and your statement of terms and conditions of employment).

Staff must only disclose information outside the immediate team if:

- It can be justified as being in the public interest (usually where disclosure is essential to protect the child or someone else from risk or significant harm please also see whistle blowing policy). This is required to do so by law or by order of the court.
- There is an issue of safeguarding, and s/he must then act at all times in accordance with national and local procedures.

Most staff are likely at some point to witness actions which need to be confidential, this needs to be reported and dealt with in accordance with the appropriate setting procedure. Incidents must not be discussed outside the nursery, including with the child's parent or carer.

(Please refer to the Safeguarding Children's Policy)

Staff who intend to share information about a child's care, learning and development with an outside agency (i.e. additional childcare services used by the family / Health visitors) must seek prior permission from the child's parent and the setting manager.

Outside Commitments

All employees should consult the Nursery Managers before taking on additional employment. Additional employment must not conflict with the setting's interests or impair employee's ability to carry out their role at this setting. Please bear in mind if you do have additional employment elsewhere, then you will need to declare which employer is the primary source of your income. This is necessary in order to avoid confusion over tax codes.

You are only allowed one employer where your tax code can be used to take advantage of your personal tax free allowance. Additional employers will have to adopt a secondary position and tax all of your earnings, usually on a BR (Base Rate) coding. Consequently, if we are not your main employer then we will need to tax you at the BR rate. Failure to declare a primary employer to the HMRC may result the levy of backdated tax and penalties. This should be read in conjunction with Other Employment under General Terms and Procedures within the employee handbook.

OFSTED

Ofsted is the Office for Standards in Education Children's Services and Skills. It reports directly to Parliament and is independent and impartial. Ofsted inspects and regulates services which care for children and young people, and those providing education and skills for learners of all ages.

All settings have to be registered and approved by Ofsted before they can begin to look after children. Having a well-respected Ofsted rating is very important Leaping Lilies, primarily because it is a very important consideration for a parent / carer when choosing a setting.

At the moment Ofsted has 4 inspection ratings (1) outstanding (2) good (3) requires improvement (4) inadequate.

It is expected that all staff members share the nursery's belief and aspiration to uphold the highest standards at all times, such that when we are inspected by Ofsted, we can demonstrate outstanding practice. Consequently, staff are expected to understand and contribute towards our development - improvement plan (SEF) which is reported directly to Ofsted on an annual basis. The plan examines:

- What we are doing now?
- What we are aiming to do?
- How well are we doing by comparison to previous years?
- How well are we doing by comparison to other settings?
- What areas of quality practice need to be maintained?
- What areas of practice need to be improved?
- How do we plan to achieve our aims in the future?

Procedures to be followed:

If we have a concern about changes in staff behaviour within the nursery, an immediate meeting will be called with the individual and a member of management to ascertain how the person is feeling. We will aim to support the staff member wherever possible and will seek training and/or mentoring where appropriate. In situations where we are not able to find solutions, we will follow the competency proceedings. These procedures are in place to ensure all staff are able to continue to work with the children as long as they are suitable to do so, but if any behaviours cause concern about the safety or welfare of the children then the procedure in the child safeguarding policy and/or allegations against staff will be followed.

All conversations, observations and notes on the staff member will be logged and kept confidential.