

Staff Code of Conduct

Severn Beach Preschool is committed to promoting family friendly employment practises to help staff balance work and family commitments. The setting will make every effort to be flexible with staff to promote harmonious working relationships.

In return the setting expects commitment, honesty, loyalty and diligence from its staff.

All members of staff are expected to conduct themselves at all times in a professional, courteous, helpful, warm and consistent manner.

Members of staff are expected to keep up to date on all safeguarding developments, to ensure they are confident in their knowledge about the of the types of child abuse, the signs of child abuse and how to report and concerns they may have. It is everyone's responsibility to ensure children are kept safe from harm and that any concerns must be shared with the DSL or the DDSL or LADO as appropriate.

Staff are expected to treat each other with care and concern and behave in a professional and respectful manner at all times. Inappropriate behaviour may lead to disciplinary action. Under no circumstances should any arguments or disagreements between members of staff occur in the presence of children or parents/carers. No bullying, swearing, harassment or victimisation will be tolerated on the settings premises. Offensive behaviour such as sexist or racist language or harassment will be challenged and will not be tolerated.

Staff are also expected to treat parents and visitors in a professional and polite manner. It is our ethos that all families feel welcomed and valued by the preschool. If a parent becomes rude or aggressive towards a member of staff, the staff member must call for assistance whilst keeping calm and resisting any retaliation.

Staff members must be aware of our equal opportunities policy, our SEND offer, our information sharing policy, our confidentiality policy and requirements under GDPR. There is also a code of conduct for the digital world which must also be followed.

Members of staff will have regard for wearing appropriate clothes and shoes when working with children and with an awareness of health and safety issues. Open toe shoes and flip flop type sandals must not be worn.

Staff will need a coat when the weather is not fine as they will be expected to spend some time outside with the children.

No smoking, alcohol or drug use is allowed on the setting premises. Staff members should not be under the influence of alcohol or any other substance which may affect their ability to care for children. If practitioners are taking regular medication they must seek advice that the medication is unlikely to impair their ability to look after children properly. Staff

medication on the premises must be securely stored and out of reach of children at all times.

Mobile phones are allowed on the settings premises but must be kept in the cupboard or away from the children if any phone calls need to be made. Staff must ask the manager in charge before making any calls on mobile phones during working hours. Staff may also use the preschool phone if needed. There is also a no camera or camera watch policy at preschool.

Staff who have a preschool iPad must comply to the safety precautions set out on the iPad agreement form.

All staff are expected to disclose any convictions, cautions, court orders, reprimands and warnings which may affect their suitability to work with children (whether received before or during their employment at the setting). All staff are required to inform the manager if themselves or anyone living or working in their household has a disqualification. Although this no longer renders staff disqualified by association, preschool managers need to be made aware of the situation.

Staff members are expected to follow the preschool confidentiality policy and have regard for GDPR, information sharing and others rights to privacy. This relates to families accessing preschool and fellow staff members alike. What happens in preschool, stays in preschool, unless there is a safeguarding issue that needs reporting.

Staff failing to show due regard for confidentiality will be liable to disciplinary action.

Under no circumstances should staff provide any information about children to any branch of the media. All media enquiries should be passed in the first instance to the Manager.

All staff will have a CPD plan, it is the member of staff's responsibility to ensure training to enhance their skills and knowledge to enable them to do their job to a high standard. Failure to attend training or to further their own development will result in discussions around future employment.

All staff will have regular supervision meetings.

If staff are unable to attend work due to illness or other medical condition, they must contact the Manager prior to the start of the working day, in the case of the Manager not being available on that day they must contact the Deputy Manager prior to the start of the working day.

Staff should indicate why they are unable to attend work and when they expect to return. The Manager will keep records of all sick leave, other absences and lateness. Return to work interviews will be held.

As Preschool is attached to Severn Beach Primary school, members of staff must keep all information regarding children at the school or any business associated with the school confidential.

Members of staff who have children attending Severn Beach Primary school need to maintain a level of professionalism and not to abuse their position to interfere with their child's day at school or attempt to intervene with any behaviour management unless at the request of a school teacher.