

41. Staff Behaviour - Code of Conduct

Statement of Intent

At Polesden Lacey Playschool, we value the professionalism and individuality of our staff.

Aim

We wish to ensure that our staff reflect the high standards of our Playschool and recognise that we represent the school in our dealings with the children, carers, other professionals and the public.

Practice

We require all staff, volunteers and students to provide a positive model of behaviour by treating children, parents and one another with friendliness, care and courtesy.

The Code of Conduct forms part of an employee's contract. Failure to comply with the Polesden Lacey Playschool policies may result in disciplinary action being taken and Polesden Lacey Playschool reserves the right to take legal action against employees where breaches of the Code warrant such action.

It is expected that all staff, volunteers and students at Polesden Lacey Playschool should provide an example of good conduct that you wish others to follow:

- Be flexible, reliable and punctual
- Be honest and trustworthy in word and actions
- Be hard working and willing to do as instructed or asked
- Be friendly and a positive role model to everyone, this includes children, parents and other staff
- Be supportive to your colleagues
- Be prepared to work as part of the team
- Be welcoming to everyone within the Playschool – smile – say hello
- Work enthusiastically and support colleagues
- Communicate with each other in a positive manner
- Maintain high standards in safety, and hygiene by keeping the Playschool safe and clean
- We encourage our colleagues to show initiative
- It is important to maintain confidentiality at all times (any issues – including personal – concerning children, their parents, staff and students should not be discussed outside the Playschool.)
- Act in the best interest of the children at all times
- Use and encourage children to follow the Grace and Courtesy rules: say please and thank-you and general manners
- Ensure inclusive practice is provided at all times
- Give equal opportunities to everyone within the Playschool regardless of their age, gender, race, religion, culture or background. We are committed to providing equality of opportunity and will not tolerate unlawful discrimination which includes harassment based on race, religion, sex, sexual orientation, ability (disability), national origin or background, gender reassignment, marriage, pregnancy or maternity.
- Read, sign, date and follow all Playschool policies and procedures and implement them at all times
- Ensure that your behaviour at work or outside does not impact the reputation of the Playschool or reflect negatively on the playschool in a way that would bring its reputation into disrepute or cause a loss of public confidence. This includes through the use of social networking sites.
- Understand that babysitting for parents out of Playschool hours is at your own risk and that anything that happens in this time, the Playschool is not liable for.

Staff Dress Code

To ensure that all staff are appropriately attired for the work place to a high standard of dress and grooming commensurate with their position at all times. We would ask the staff to adhere to the following guidelines:

- Maintain a neat appearance
- Clothing must be safe, comfortable and practical for the range of indoor and outdoor tasks that the role requires
- Skirts and shorts must be appropriate for the Playschool environment
- Footwear should be practical for safe movement around the classroom

Staff taking Medication or other Substances

Inform the manager of any medical conditions or medication that may affect their daily work, this will be noted in their staff file and updated regularly.

Staff must not be under the influence of alcohol or any other substances that may affect their ability to care for children.

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

Medical and Dental Appointments

Staff are required to find cover for their sessions if they are going to be absent as a result of an appointment.

Staff Illness and Absence

Staff should inform the Playschool Manager of any reason for absence.

Staff suffering from vomiting and diarrhoea should follow government guidelines and remain absent from work for at least 48 hours after the last bout of vomiting or diarrhoea.

Staff Risk Awareness and Health and Safety

All staff are required to read the Health and Safety Policy as part of their induction process and adhere to the guidelines.

Mobile Phones

The use of personal mobile phones in the classroom by staff, parents and carers' is monitored by the manager to ensure the safety of the children. Personal mobile phones can be used with permission of the manager in case of emergency. Staff should ensure that all mobile phones are set to quiet and are kept in the basket that is clearly visible to all staff in the classroom.

Staff are reminded that they can give out the setting telephone number if they need to receive an urgent personal phone call.

Staff Code of Conduct for ICT and Social Networking Sites

Staff are required to adhere to their professional responsibilities when using information systems and social network sites. Members of staff should read the playschool's Mobile Phone, Camera, Smart Watches and Other Electronic Devices Policy and Safeguarding Children Policy for further information and clarification.

Staff should be clear about the purpose of any activity, which involves photography or video of children. Staff must not take, display or distribute images of children, unless they have consent to do so.

Staff will ensure that personal data is stored securely and is used appropriately, whether in school, taken off the school premises or accessed remotely.

Staff will respect copyright and intellectual property rights.

Staff will report any incidents of concern regarding children's safety to the Manager, the Designated Safeguarding Lead or the Playschool Chair.

Staff should understand that they should not post any visual images, recordings or comments that relate to Playschool life including those of children or parents on to any Social Networking sites.

Holidays

Due to the nature of the business staff are requested not to take holiday during term times. If staff take holidays during term time permission should be sought from the Manager before booking. Staff are responsible for finding cover for their sessions before booking holidays.

Whistleblowing and Incident Reports

Staff must report any behaviour by colleagues that raises concerns, by following the Playschool's Whistleblowing Policy. Staff must take responsibility for recording and reporting any incident, which may result in being misinterpreted and/or an allegation being made. Supervision Meetings will be held regularly as well as group supervision meeting (approximately half termly).

Policy Review

As part of Polesden Lacey Playschool monitoring of social media this policy will be subject to periodic review.

Policy adopted by: Ellie Pragnell (Chair), Caroline O'Leary (Manager)

Date: September 24

Policy Review Date: September 25