



Staff Code of Conduct policy

Compliance with the code of Conduct

- **Policy statement**
- The code of conduct forms part of an employee's contract. Failure to comply with the Code of Conduct and with the associated centre policies will result in disciplinary action being taken and the centre reserves the right to take legal action against employees where breaches of the Code warrant such action.
- Staff should remember that the welfare of the child should always come first
- Staff should provide a example of good conduct that you wish others to follow
- Staff should not raise their voices in front of children
- Staff should be aware of the ratio for 1:8 and adhere by this
- Staff should always act as role models for others
- Staff should only restrain children for their own safety or the safety of others
- Adults and children have the responsibility to treat each other with dignity and respect
- Staff should be able to tune into the children's physical, verbal and gesture/sign language to understand and interpret what is being expressed
- Diversity is a tremendous asset of our centre and we are committed to providing equality and will not tolerate any illegal discrimination or harassment based on race, colour, religion, sex, national origin or any other class. We encourage all staff to challenge any behaviour (staff, parent, child) that goes against this ethos
- Ensure that your behaviour at work or outside does not cause embarrassment to Chaul End Children's Centre or reflect negativity on Chaul End Children's Centre in a way that would bring its reputation into disrepute cause a loss of public confidence. This includes through the use of social networking sites.
- Staff must adhere to the centres Safeguarding policy and First Aid Policy; non compliance will be viewed as Gross Misconduct
- Staff should be clear about the purpose of an activity at the centre, which involves photography, or video of children. Staff must not take, display or distribute images of children unless they have consent to do so from the child's parents or carers
- Staff must report any behaviour by colleagues that raises concerns, by following the settings Whistle Blowing Policy, all allegations should be reported to the LADO at LBC. Staff must take responsibility for recording and reporting any

incident, which may result in being misinterpreted and or an allegation being made

- Staff should always note accurately and confidentiality any cause for concern
- Staff should enable the environment in order that all children can reach their full potential whatever their additional needs might be
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- Staff should report to the centre manager incidents where they feel their colleagues behaviour is in appropriate or does not comply with the code of conduct
- Clothing should be presentable and practical for your role and should be respectable of customers sensibilities and mindful of cultural expectations
- Sensible shoes should be worn when working in an environment where there are young children
- Honesty and trustworthiness are expected in all areas of work including oral and written communication and general work relationships with others including where required honesty in reporting work arrival times and departure times, reporting genuine sickness and other attendance issues
- Total trust is expected with respect to the privacy of information, papers, documents, belongings etc.
- Staff are expected to respect expectations of confidentiality of information received
- Any intentional falsification lying or untrue oral, written or other communication will be considered dishonest behaviour and subject to disciplinary matter. If you are prescribed drugs which may affect your ability to perform your job you should seek advice from your line manager
- You must inform management of any incident which leads to you or a person you are closely associated with or living with receiving a police caution or charge (if you are uncertain as to whether to report a caution or charge relating to someone else you must speak to your line manager)
- In case of gross misconduct, employees need to read the disciplinary & Grievance procedure.

**I declare that I have read and understood the Code of Conduct for.....
Employees and the associated 'Required Reading'**

Name.....

Date.....

Signature.....

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This policy was adopted at a meeting of Downside Children's Pre-school held
on _____

Signed on behalf of Downside Pre-school

by: _____

