



STAFF CODE OF CONDUCT POLICY

Policy Statement

At Micklands Pre-School we value the professionalism and individuality of our staff, volunteers and students. We wish to ensure that the staff reflect the high standards of our pre-school and represent the pre-school in dealings with the children, parents, carers, other professionals and the public. 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.

Failure to comply with the associated Micklands Pre-School policies may result in disciplinary action being taken.

Professional Standards for Staff

It is expected that all staff, volunteers and students at 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 deed;
- Be hard working and willing to do as directed;
- Be motivated and happy to do your job;
- Be friendly and a positive role model to everyone: children, parents and other staff;
- Be welcoming to everyone within the pre-school;
- Be professional at all times;
- Undertake your duties in a competent, timely and responsible way;
- Ensure your knowledge and expertise is up to date and relevant;
- Show initiative;
- Contribute to and promote an environment that is free from discrimination, bullying and harassment;
- Maintain high standards in safety and hygiene by keeping the pre-school safe and clean, maintaining a safe environment for children;
- Act in the best interest of the children at all times;
- Ensure inclusive practise is provided at all times;
- Give equal opportunities to everyone within the pre-school regardless of their age, gender, race, religion, culture or background;



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- Read and follow all pre-school policies and procedures and implement them at all times;
- Maintain confidentiality at all times in accordance with our 'Confidentiality and Information Sharing Policy'. Any issues, including personal, concerning children, their parents, staff, volunteers or students should not be discussed outside the pre-school;
- Comply with our Health & Safety policy and understand your shared responsibility for health & safety;
- Understand and implement our 'Safeguarding Children and Child Protection Policy' Ensure knowledge of safeguarding requirements is up to date, identify signs of possible abuse and neglect at the earliest opportunity and respond to it in a timely and appropriate way in accordance with procedures;
- Keep all personal belongings, including mobile phones and medication, safely locked away in your locker;
- Ensure that your behaviour at work or outside does not cause embarrassment to the pre-school or reflect negatively on the pre-school in a way that would bring our reputation into disrepute or cause a loss of public confidence. This includes through the use of social networking sites; and
- Understand that babysitting for parents out of pre-school hours is a private arrangement between you and the parent, is undertaken at your own risk and has absolutely no bearing on or connection to Micklands Pre-School.

Relationships with Children:

- Be a positive role model at all times;
- Encourage children to express themselves and their opinions;
- Allow children to undertake experiences that develop self-reliance and self-esteem;
- Respect the rights of all children;
- Speak to children in an encouraging and positive manner;
- Encourage children to be courteous and polite;
- Listen actively to children and offer empathy and support;
- Give each child positive guidance and encourage appropriate behaviour;
- Regard all children equally, and with respect and dignity;
- Have regard to the cultural values, age, physical and intellectual development, and abilities of each child at the setting;



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- Provide opportunities for children to interact and develop respectful and positive relationships with each other, and with other staff members and volunteers at the setting, including encouraging the children to keep themselves safe;
- Ensure all interactions with children are undertaken in full view of other adults;
- Report any concerns promptly to the Pre-School Supervisor and Safeguarding Children Officer; and
- Be vigilant in safeguarding and keeping children safe at all times.

Relationships with Parents and Carers

- Be respectful of, and courteous towards, parents at all times;
- Communicating with parents in a timely, professional and sensitive manner;
- Respond to concerns expressed by parents in a timely and appropriate manner;
- Respect the cultural context of each child and their family;
- Working collaboratively and in partnership with parents;
- Consider the perspective of parents when making decisions that impact on the education and care of their child; and
- Respect the privacy of information provided by parents and keep this information confidential.

Relationships with Colleagues

- Develop relationships based on mutual respect, equity and fairness;
- Be supportive to colleagues;
- Work enthusiastically and support colleagues;
- Communicate with colleagues in a positive manner;
- Work as a team in a courteous, respectful and encouraging manner;
- Value the input of colleagues;
- Respect the rights of others as individuals;
- Share expertise and knowledge as appropriate and in a considered manner; and
- Give encouraging and constructive feedback and respect the value of different professional approaches.



STAFF CODE OF CONDUCT POLICY (continued)

Close Personal Relationships at Work

We appreciate that close personal relationships do exist in the workplace. Whilst these relationships need not present a difficulty, they do need to be appropriately managed with guidelines in place to ensure that the pre-school maintains its duty of professional care and to avoid any breaches of confidentiality, conflicts of interest, unfair advantage or misuse of authority.

Examples of a close personal relationship are:

- a family relationship
- a business/ commercial/ financial relationship
- a romantic relationship with a colleague, parent or carer, other professional or supplier.

The above definitions are examples of close personal relationships which may give rise to conflicts of interest in the workplace. However, close personal relationships are not restricted to these examples and any staff member who considers they are in a potential conflict of interest should declare it as outlined below.

Guidelines:

- Staff should not allow a close personal relationship to influence their conduct at work.
- Staff should declare to their line manager any existing or new close personal relationship which may give rise to an actual or potential conflict of interest, trust or breach of confidentiality.
- The line manager will treat these matters sensitively and in confidence and in consultation with the member of staff, find ways in which potential issues can be avoided.
- All declarations are treated in confidence, recorded in writing and placed on the employee's Personal File.
- Staff who declare a personal relationship at work will be treated fairly.



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Staff Dress Code

To ensure that all staff are appropriately attired for the workplace to a high standard of dress and grooming commensurate with their professional position at all times, we request staff to adhere to the following guidelines:

- Maintain a neat and clean appearance;
- Wear the uniform provided;
- Wear the name badge provided;
- Other clothing must be safe, comfortable and practical for the range of indoor and outdoor tasks that the role requires;
- Skirts and shorts must be knee length or longer;
- Leggings and low-rise jeans should be covered by a top of suitable length;
- Jeans may be worn but must not be ripped or tatty;
- Clothing must not be low cut, strappy or expose bras/ underwear or midriff or back;
- Clothing should have no offensive or inappropriate logos or wording of any kind;
- Footwear should be practical and suitable for safe movement around the pre-school;
- Sandals or summer shoes may be worn, However, they must be worn at your own risk. The pre-school will not be held accountable for any accidents or injuries sustained from poor footwear;
- Clothing required for health and safety purposes shall be supplied by the pre-school and worn when required;
- Keep fingernails clean and fairly short and jewellery and make up to a minimum;
- Long hair should be tied back.

Failure to adhere to this policy may result in staff being asked to return home to change into more suitable attire.

Staff taking Medication or other Substances

- Staff taking any medication, either short-term or on-going, for medical conditions should declare this straightaway to the Pre-School Supervisor;
- Staff must ensure that any medication being taken does not affect their ability to care for children by seeking medical advice. Staff will only work directly with the children if medical advice confirms that the medication is unlikely to impair their ability to look after children properly.
- All medication, prescribed or otherwise, must be stored safely by staff in their locker out of reach of children at all times.



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- Staff must not be under the influence of alcohol or any other substances that may affect their ability to care for children.
- If we have reason to believe that a member of staff is under the influence of alcohol or any other substance that may affect their ability to care for children, we will not be allowed to work directly with the children and further action will be taken.

Staff Illness or Absence

- If a member of staff is unable to work because of illness (or any other reason), they must personally inform the Pre-School Supervisor by a telephone call as on the first and each subsequent day they are unable to work.
- Staff should telephone the Pre-School Supervisor as soon as possible and by 7.30am at the latest to inform of an absence so that cover can be found before the pre-school session starts.
- Text or email is not an acceptable form of communication on its own, a telephone call is always required as well.
- If staff are unable to contact the Pre-School Supervisor, they should contact the Deputy Supervisor to inform of their absence.
- Self-certification is allowed for a maximum of 7 days after which a Statement of Fitness for Work ("Fit Note") from your GP must be provided straightaway. Staff must obtain a new Fit Note every week thereafter for as long as sickness prevents them from working. This must be provided to the Pre-School Supervisor promptly each week.
- Staff must complete a 'Sickness/Absence Self-Certificate' form straightaway upon their return to work.

Medical, Dental, Hospital or Other Appointments

- Due to the nature of the business, staff are requested to attend doctor, dentist or hospital visits outside of pre-school hours if possible. If this is unavoidable, staff must give as much notice as they can.
- The Pre-School Supervisor must be the first person to be notified by staff of any issues that may affect their ability to work or attendance due to health appointments.
- Staff must complete an 'Absence Request Form' and it must be authorised by the Pre-School Supervisor before any time-off is taken for a health appointment.
- Staff are also responsible for arranging adequate cover in advance for their absence.



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Holidays

- Due to the nature of the business, it is a condition of employment that holiday is not to be taken during our term time.
- In exceptional circumstances, and at the discretion of the Pre-School Supervisor, staff may request an occasional one-day holiday in term time. Examples of exceptional circumstances would include certain religious holidays or a family emergency.
- Staff must complete an 'Absence Request Form' and it must be authorised by the Pre-School Supervisor before an approved one-day holiday is taken.
- Staff are also responsible for arranging adequate cover in advance for their absence.

Swapping of Staff Sessions

- It is understood that staff may occasionally need to swap a shift with another member of staff.
- Any swapping of shifts must be approved in advance by the Pre-School Supervisor.
- Staff must complete an 'Absence Request Form' giving the reason for the swap together with details of the staff member who will be covering the shift.
- The 'Absence Request Form' must be authorised by the Pre-School Supervisor before any approved swap of shifts may take place.