



# Spinney Pre-School Code of Conduct Policy

## Statement of intent

This Code of Conduct sets out Spinney Pre School's standards and principles which all staff will be expected to operate.

## Aim

We aim to enable staff to understand:

- The ground rules that all staff must observe
- The expectations the Pre School has in relation to the staff working standards

## Working Standards

- All employees must adhere to the Pre School's policies and procedures.
- All employees will have access to the Pre Schools policies and will sign that they have read the policies.
- Support will be given to employees at induction to ensure that they understand the policies in particular the following policies:
  - Smoking, Alcohol and other Substances policy
  - Promoting Positive Behaviour policy
  - Confidentiality policy
  - Dignity at work policy
  - Promoting Inclusion, Equality and Valuing Diversity policy
  - Safeguarding and Child Protection policy
  - Low level concerns policy
- Employees must ensure that they:
  - Comply with No Smoking
  - Avoid any suspicion that they are abusing their position
  - Never steal, take or damage other employees or the Pre School's belongings.
  - Never use their mobile phone within the main room of the setting.

## Employees Relations

All employees are expected to:

- Work co-operatively with the Supervisor and other employees
- Complete accurately and honestly any documentation or records as required
- Never destroy, damage or alter any records or documents without prior agreement from the Supervisor

## Managing Employees

The Supervisor must ensure that they:

- Provide staff with direction and positive motivation.
- Ensure staff carry out their duties properly.
- Deal with staff fairly and consistently.
- Provide staff with a working environment which is safe and free from any form of discrimination, bullying or harassment.
- Hold regular Supervisions.

## Working Practices

- Spinney Pre School aims to promote safe working practices and failure to comply with these standards may place children and/or staff at risk, therefore all staff must adhere to the Health and Safety Policy and Procedure at all times.
- Staff will be expected to treat all children and their Parent/Carers with respect.
- Staff must provide an example of good conduct and behave appropriately. Good manners, kindness and courtesy towards the children, Parent/Carers and other members of staff should be used at all times.
- Staff must do nothing outside of work that could put the Pre School into disrepute.
- Staff who handle the finances on behalf of the Pre School must comply with financial regulations and the law.

## **Attendance**

It is important that staff understand the importance of reliable time-keeping, attendance and sickness reporting and staff must ensure that they:

- Attend work on time
- Agree in advance any leave
- Inform the Supervisor if they are unable to attend work for any reason
- Never claim sick leave when they are not sick
- Never do anything that may hinder their recovery and return to work.

## **Physical contact with children**

Clear boundaries of physical contact are set to protect both children and the adults who care for them. Inevitably there will be times when staff need to have close physical contact with the children, as this is vital for their well-being and development.

Children will be given every opportunity to learn that no-one has the right to do anything to them that makes them feel uncomfortable and they will be treated with respect at all times.

Staff will ensure that whenever possible, there is more than one adult present during activities with children or at least within sight or hearing of others. Staff should not put themselves in a vulnerable situation which may be misinterpreted. Staff understand that special caution is required in moments when discussing sensitive issues with children.

Staff will challenge unacceptable behaviour by an adult and report all allegations/suspicions of abuse.

**This Policy was adopted at a meeting of the Pre-School held on (date) \_\_\_\_\_**

**Signed on behalf of the Pre-School \_\_\_\_\_**

**This Policy forms part of the Professional Standards policies included under Professional standards are:**

- **Smoking, Alcohol and other Substances**
- **Dignity at Work**
- **Professional Boundaries**
- **Whistle Blowing**