

## **STAFF CODE OF CONDUCT**

The Children's Garden code of conduct outlines the expectations for all staff with regard to children, parents and carers and interactions within the team including:

- establishing and maintaining relationships with children and their parents and carers
- team working
- personal presentation, attitudes and behaviour

This code of conduct is based on our established policies and procedures and we need to be clear in our responsibility to work within these. Early years carers also have a responsibility to understand and adhere to current legislation and guidance that supports their role.

### **Establishing and maintaining relationships with children and their parents and carers**

- The welfare of the child is paramount
- All staff are responsible to safeguard and promote the welfare of the children
- The child's right to personal privacy must be respected by all
- Staff members will comfort, cuddle or carry children if tired, upset or hurt, but not play inappropriate physical contact games with children
- We strive to create a comfortable environment in which children and adults feel they can highlight attitudes and behaviours they don't like
- The kindergarten has a 'Whistle blowing Policy' that practitioners are knowledgeable about
- Staff must remember that our actions may be misinterpreted, no matter how well-intentioned
- It is the duty of all staff to share concerns about inappropriate adult behaviour with the designated person and to report and challenge abusive adult activities, such as ridicule or bullying
- All children and families deserve respect and understanding and should be treated equally. We do not have favourite children or families
- All staff must recognise and respect the value and intrinsic worth of each child and family, regardless of gender, ethnicity, culture, religion, economic or social background

- We strive to be open, honest, transparent and non-judgmental in our work with children and their families
- Teachers and assistants are responsible for nurturing and educating young children as well as providing information and support to parents without getting emotionally involved
- Staff must not engage in personal, social or sexual relationships with parents or carers
- This includes making contact with, or allowing contact from children, parents or carers within social networking sites
- The kindergarten does not object in principle to staff members making private babysitting arrangements with families, provided that confidentiality of employment is adhered to and respected at all times
- The kindergarten has a duty to safeguard all children whilst on our premises and in the care of our staff, but this duty does not extend to private arrangements between staff and parents/carers outside of kindergarten hours

## **Team Working**

- Teachers and assistants have a duty of care and respect for all adults employed, commissioned or contracted to work with the children
- All staff should seek to improve their understanding of the development of young children through ongoing training and collaboration with colleagues.
- Supervision and appraisal are designed to provide support and guidance and an opportunity to reflect on the quality of our work and to help us in our professional development
- Staff members need to be able to explore both positive aspects of work and those areas that have not been successful, accept positive criticism and learn from it, without taking it personally
- The kindergarten staff work together as a team and need to ensure that all new information regarding the children is shared promptly with all team members
- When information is necessarily confidential it should only be made available on a “need to know” basis
- Staff will be expected to follow agreed procedures, without fear of recrimination, to bring to the attention of the Nursery Manager any deficiency in the standards.
- If staff have concerns regarding the Kindergarten Teacher or other senior staff members the Whistle blowing Policy may be followed.

## **Personal presentation, attitudes and behaviour**

- Teachers and assistants must provide a positive example for others to follow
- Staff who work with children are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions
- Staff need to be circumspect in their choice of language and be aware that children will follow their example
- Staff must not engage in inappropriate verbal banter or make suggestive remarks or gestures or tell jokes of a sexual nature
- Staff should work and be seen to work, in an open and transparent way
- The same professional standards should always be applied regardless of culture, disability, gender, language, racial origin, religious belief and/or sexual identity
- Staff should continually monitor and review their practice and ensure they follow the guidance contained in this document
- Staff should dress appropriately for their job and give a positive image
- Jewellery may be worn as long as it does not present a health and safety hazard (such as long necklaces or earrings)
- When preparing food long hair should be tied back and jewellery, including watches, rings and bracelets should be removed
- Except for medical reasons, employees must not take any substances that might affect their work
- No staff should consume or be under the influence of drink or drugs during their hours of work
- No smoking is permitted on the premises

## **Best practice guidelines in relation to use of mobile phones and digital equipment**

- Staff mobile phones must not be carried on the person within the kindergarten; they must be stored in the office and turned on silent
- The kindergarten's landline (020 8948 2959) should be used as the main point of contact for staff in an emergency
- Personal mobile phones are not to be used to take photographs, videos or audio recordings in the kindergarten without prior consent from the Manager and parents

- It is the responsibility of the kindergarten teacher to delete all photographs stored on a digital camera after transfer to the computer for printing purposes
- It is the responsibility of the kindergarten teacher to approve photographs for use on displays and for marketing purposes

**Any staff known to be breaking these conditions will be given a formal warning and disciplinary action will follow if the problem is not addressed.**

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