



# **Bobtails Playgroup & Teddy Club**

## **Staff Code of Conduct Policy**

**This policy was adopted by Bobtails Playgroup  
and Teddy Club on 01/06/2020**

**Signed: \_\_\_\_\_ Date: \_\_\_\_\_**

**Bianca Brinkley - Chairperson**

## **Policy Statement**

At Bobtails Playgroup and Teddy Club 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 express honesty, loyalty and diligence and provide a positive model of behaviour by treating children, parents and one another with friendliness, care and courtesy.

Staff also have a duty to promote and safeguard the welfare of children in the Preschool, and to take appropriate action where they consider that a child may be at risk of suffering or harm.

Breaches of conduct and personal behaviour will be subject to disciplinary procedures.

All staff, volunteers and students must sign and date this policy to indicate it has been read.

## **General Conduct**

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

- Be flexible, reliable and punctual.
- Be honest and trustworthy.
- 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 work colleagues.
- 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 .
- Do not promise to keep secrets or ask anyone to do, be aware of their position of trust .
- Comply with our Health & Safety policy and understand your shared responsibility to keep the pre-school safe and clean, maintaining a safe environment for children.
- Act in the best interest of the children at all times.
- Give equal opportunities to everyone within the pre-school regardless of their age, gender, race, religion, culture or background.
- Adhere to the organisation's policy on the use of communications technologies, including the use of mobile <sup>[1]</sup>phones, cameras or webcams, the internet, including social networking, etc.

- Maintain confidentiality at all times any issues, including personal, concerning children, their parents, staff, volunteers or students should not be discussed outside the pre-school.
- Understand and implement our 'Safeguarding 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.
- Report any disclosures or allegations against any member of staff or volunteer without delay.
- Ensure that your behaviour at work or outside does not reflect negatively on the pre-school in away that would bring our 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 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 Bobtails Playgroup and Teddy Club.
- Maintaining appropriate professional boundaries and not displaying any behavior that may be misinterpreted by others.

### **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.
- 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.
- Avoid occasions where you are alone or in a secluded area with children
- Be vigilant in safeguarding and keeping children safe at all times. Report any concerns promptly to the Safeguarding Officer.

### **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 care of their child.
- 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.
- Attend team meetings with enthusiasm and commitment.
- Communicate with colleagues in a positive manner; do not use sarcasm, insensitive or belittling comments.
- 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.
- Give encouraging and constructive feedback.
- Respect the value of different professional approaches.

## Confidentiality

Staff have a right to privacy, as do children and their parents/carers. Personal details should not be discussed except in exceptional circumstances.

The Playleader, staff and volunteers and any other individual associated with the running or management of the setting will respect confidentiality by:

- Not discussing individual incidents, behaviour or information of children in front of parents/carers and other children. [L] [SEP]
- Not discussing confidential matters about children with other parents/carers. [L] [SEP]
- Not discussing confidential matters about parents/carers with children or other [L] [SEP] parents/carers. [L] [SEP]
- Not discussing confidential information about other staff members. [L] [SEP]
- Only passing sensitive information, in written or oral form, to relevant people. [L] [SEP]
- Not disclosing any information from preschool to any others including friends [L] [SEP] and family. [L] [SEP]

In circumstances where staff have good reason to believe that a child is at risk, or is likely to be at risk, of child abuse or neglect, the Safeguarding Policy will override confidentiality on a 'need to know' basis. [L] [SEP]

## **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.

### **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 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.
- Keep finger nails clean and fairly short and jewellery and make up to a minimum.

Failure to adhere to this policy may result in staff being asked to return home to change in to 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 Playleader.
- 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 out of reach of children at all times.
- 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.

### **Medical, Dental or other Appointments**

- The Playleader must be the first person to be notified of any issues that may affect your ability to work or your attendance.
- Due to the nature of the business, staff are requested to attend doctor, dentist or hospital visits outside of pre-school hours if possible.
- Staff are required to find cover for their session if they are going to be absent as a result of an appointment.

## **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 Playleader by a telephone call as on the first and each subsequent day they are unable to work.
- Staff should telephone the Playleader as soon as possible so that cover can be found before the pre-school session starts.
- Text or email is not an appropriate form of communication on its own, always telephone as well.
- If staff are unable to contact the Playleader, they should contact the Deputy Manager 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. You must obtain a new Fit Note every week thereafter for as long as sickness prevents you from working. This must be provided to the Playleader promptly each week.

## **Holidays**

- Due to the nature of the business, it is a condition of employment that holiday is not to be taken during term time.
- In exceptional circumstances, and at the discretion of the Playleader, staff may request an occasional day's holiday in term time.
- Staff are responsible for arranging adequate staff cover in their absence.






