

Beatle Woods **Staff Code of Conduct**

Purpose

At Beatle Woods, our primary responsibility is the welfare and well-being of all children in our care as children learn and develop best when they feel safe, happy and well-cared for. In line with this there is an expectation for all practitioners and volunteers to maintain certain standards and as such this code of conduct for all staff exists.

In addition to the Code of Conduct, the setting has adopted some appendices referred to in this policy such as our Internet and Social Media policy. A copy of the all setting policies can be made available and practitioners should consult these during the induction and at regular intervals during their employment.

Principles

All practitioners are always expected to conduct themselves in a civil and polite manner. Unruly or disorderly conduct or bad language will not be tolerated.

Staff are reminded that they must always be punctual for the performance of their duties. They should act with honesty and integrity and in the best interests of the nursery.

Ethos

We believe in empowering children and not interfering in their play unless invited; we encourage children to resolve conflict in a positive way and use specific terminology to reiterate positive reinforcement and to challenge stereotypical views. All staff receive training during induction about our unique approach and how this supports children's individual development.

Standards

- **Equal Opportunities** - All staff have personal responsibility for the practical application of the equal opportunities policy, which extends to the treatment of job applicants, employees, service users and visitors. Please refer to the separate Equal Opportunities policy for further information.
- **Attendance** - Regular, punctual attendance at work is an implied term of every practitioner – we ask each member of staff to take responsibility for achieving and maintaining good attendance.
- **Gifts** - Gifts of small monetary value may be accepted (for example at the end of term or when a service user leaves the pre-school). Any gift of significant value or money offered to a practitioner should be referred to the pre-school manager as soon as possible.
- **Dress and appearance** - Employees are encouraged to dress respectfully, practically and sensibly in accordance with the demands of their role, wearing the setting uniform. No offensive or impractical clothing, jewellery or footwear should be worn. Jewellery must be kept to a minimum for health and safety reasons.
- **Smoking** – The setting and surrounding area is a strictly non-smoking site, this includes the use of e-cigarettes. Staff are not permitted to smoke or use e-cigarettes on site and will be subject to disciplinary proceedings if these rules are breached.
- **Health and Safety** - Staff are reminded that they have a statutory duty to observe all health and safety rules and to take all reasonable care to promote the health and safety at work of themselves and their fellow employees. Wilful breaches of the health and safety policy will be dealt with through the

disciplinary procedure. The Health and Safety policy which applies to all children, staff, students, volunteers, parents, carers and other persons on the premises should be adhered to at all times.

- **Email and Internet use** - It is important that employees are mindful of the need to use email and the internet appropriately. Staff should not undertake personal correspondence during work time. Under NO circumstances should any pornographic internet site be accessed during working hours or at any time using a computer belonging to the setting. Any other internet sites that contain offensive, obscene or otherwise unacceptable material must not be accessed using a computer belonging to the Pre-school or during working hours. Please refer to our separate Camera & Mobile Phone policy for further information.
- **Use of Telephones** - Personal mobile phones are not permitted when at work and should be kept in the designated locked box in the shed or remain in your vehicle during working hours. Staff may check mobile phones during breaks taken away from the children.
- **Social Media** - The setting actively discourages staff and parents/carers from becoming 'friends' on social networking sites such as Facebook. The setting requests that Staff do not contribute to any social media site or blog which criticises or otherwise brings the setting into disrepute.
- **Photography and Recordings** - The setting does not allow the use of mobile phones, any image recording device (e.g., camcorder, camera) or personal technical equipment (e.g., laptops, iPads, electronic notepads etc) to be used by staff in the setting or on outings without prior permission of the Manager.
- **Confidentiality** – During the course of their work, staff may have access to Confidential Information belonging to the setting. Expectations are that staff shall not at any time during, except in the proper course of carrying out their duties, or after their employment whether directly or indirectly disclose to a third party or make use of any Confidential Information. All staff are always expected to maintain confidentiality and adhere to the nursery's separate Confidentiality Policy.
- **Conduct outside work (including relationships)** – Beatle Woods does not seek to dictate how employees conduct themselves in their personal lives outside work. However, unlawful, anti-social or other conduct by employees which may jeopardise the setting reputation or position or otherwise bring the setting into disrepute will be dealt with through the disciplinary procedure.
- **Misuse of drugs and alcohol** - It is a disciplinary offence to be on Beatle Woods premises and/or carrying out official duties when under the influence of alcohol or non-medically prescribed drugs. Such action may be dealt with under the disciplinary procedure.
- **Gross misconduct** – Beatle Woods' Disciplinary policy lists offences which are likely to be considered as acts of gross misconduct and will usually result in the dismissal of a practitioner without notice or pay in lieu of notice.
- **Safeguarding** – Safeguarding children is of paramount importance to the setting; please refer to our separate policy for further information.

Breaches of this code

This code of conduct has been drawn up as a source of guidance for staff. It is not a contractual document and can be amended at any time by the management committee. All staff and volunteers are expected to comply with the provisions of the code and the full list of policies and procedures adopted by the pre-school. Any breaches of these will be taken seriously and may result in disciplinary action up to and including dismissal.