



# The Goslings Preschool

Registered Charity No. 1209514

## Staff Code of Conduct

### Statement of Intent

At The Goslings Preschool we value the professionalism and individuality of our staff. We wish to ensure that the staff reflect the high standards of our preschool and recognise that we represent the preschool in our dealings with the children, carers, other professionals, and the public. We require all staff and volunteers to provide a positive model of behaviour by treating children, parents and one another with friendliness, care and courtesy. The Code of Conduct forms part of an employee's contract. Failure to comply with the associated preschool policies may result in disciplinary action being taken.

It is expected that all staff and volunteers at The Goslings Preschool should provide an example of good conduct that we wish others to follow:

- Be flexible, reliable and punctual.
- Be honest and trustworthy in word and deed.
- Be hardworking 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 supportive to colleagues.
- Work as part of the team.
- Be welcoming to everyone within the preschool; smile, say hello.
- Work enthusiastically and support colleagues.
- Communicate with one other in a positive manner.
- Maintain high standards in safety, and hygiene by keeping the preschool safe and clean.
- Show initiative.
- Keep confidentiality at all times (any issues, including personal, concerning children, their parents, staff and students should not be discussed outside the preschool).
- Act in the best interest of the children at all times.
- Use good manners and encourage children to follow this example.
- Ensure inclusive practise is provided at all times.
- Give equal opportunities to everyone within the preschool regardless of their age, gender, race, religion, culture or background. We are committed to providing equality of opportunity and will not tolerate any illegal discrimination or harassment based on race, colour, religion, sex, national origin or any other class.
- Read and follow all preschool policies/procedures and implement them at all times.
- Ensure that behaviour at work or outside does not cause embarrassment to the preschool or reflect negatively on the preschool in a way that would bring its reputation into disrepute or cause a loss of public confidence; this includes via the use of social networking sites.
- Understand that babysitting for parents out of preschool hours is at your own risk and that the preschool is not liable for anything that happens in this time.
- Keep all personal belongings in the office.

### **Staff Dress Code**

To ensure that all staff are appropriately attired for the workplace, we would ask the staff to adhere to the following guidelines:

- Maintain a neat appearance.
- Clothing must be safe, comfortable and practical for the range of indoor and outdoor tasks that the role requires.
- Footwear should be practical for safe movement around the rooms and outdoor areas.
- Clothing required for health and safety purposes shall be supplied by the preschool and worn when required.
- Keep fingernails clean and fairly short and jewellery and make up to a minimum.

### **Staff Taking Medication/Other Substances**

- Staff must inform the Preschool Manager/Chairperson of any medical conditions or medication that may affect their daily work.
- Staff must ensure that they amend their staff details form should they finish or change their medication at any time.
- Staff must not be under the influence of alcohol or any other substances that may affect their ability to care for children.
- Staff medication on the premises must be securely stored (e.g. kitchen cabinet or office) and out of the reach of children at all times.
- The preschool operates a strict no smoking policy on the site at all times.

### **Medical/Dental Appointments**

- Due to the nature of the business, staff are requested to attend doctor, dentist or hospital visits outside of preschool hours wherever possible.
- Staff must inform the Preschool Manager or Deputy Manager as soon as they are aware they need to attend an appointment during working hours, so that cover may be found for any sessions that they will be absent for as a result of an appointment.

### **Staff Illness/Absence**

- Staff should personally inform the Preschool Manager or Deputy Preschool Manager of any reason for absence.
- Staff should telephone the Preschool Manager as soon as possible (no later than 7.30am that day) to inform of an absence so that cover can be found before the preschool session starts.
- If staff are unable to contact the Preschool Manager, they should telephone the Deputy Preschool Manager to confirm their absence.
- Staff suffering from sickness and diarrhoea should follow government guidelines and remain absent from work for at least 48 hours after the last bout of sickness or diarrhoea.

## **Staff Risk Awareness and Health & Safety**

- All staff are required to read the Health and Safety Policy as part of their induction process and adhere to the guidelines.
- The induction training for staff and volunteers includes an explanation of health and safety issues, so that all adults are able to adhere to our policy and understand their shared responsibility for health and safety. The induction training covers matters of employee well-being, including safe lifting, the storage of potentially dangerous substances, risk assessments, health and safety and safeguarding children. New staff and volunteers are asked to sign the records in their induction file to confirm that they have taken part.
- As necessary, health and safety training is included in the annual training plans of staff, and risk awareness and health and safety is discussed regularly at staff meetings.

## **Mobile Phones**

- The use of personal mobile phones in the room by staff, parents and carers is forbidden to ensure the safety of the children. Personal mobile phones can be used in the office in cases of emergency.
- Staff should ensure that all mobile phones are set to quiet and are kept in the kitchen during working hours. Staff are reminded that they can give out the setting telephone number if they need to receive an urgent personal phone call.
- Staff should **NOT** take photos of children on any personal devices e.g. phone.
- Staff must ensure that they have read, understood and adhere to the Staff Use of Mobile Phones, Cameras and Social Media Policy.

## **Holidays**

- Due to the nature of the business, staff holidays are taken during preschool term closures.
- If staff wish to take holidays during term time for exceptional circumstances, permission should be sought from the Preschool Manager and Chairperson before booking.

## **Whistleblowing and Incident Reports**

- Staff must report any behaviour by colleagues that raises concerns, by following our Whistleblowing Policy. Staff must take responsibility for recording and reporting any incident, which may result in being misinterpreted and/or an allegation being made.

## **ICT and Social Networking Sites**

- Staff are required to adhere to their professional responsibilities when using information systems and social networking sites. Members of staff should read the Staff Use of Mobile Phones, Cameras and Social Media Policy and Child Protection and Safeguarding Policy for further information and clarification. Staff should be clear about the purpose of any activity which involves photography of children. Staff must not take, display or distribute images of children, unless they have consent to do so and solely for the reasons outlined in that consent.
- It is a criminal offence to use the preschool ICT system for a purpose not permitted by its owner. ICT includes a wide range of systems, including mobile phones, digital cameras, email, social networking and tablets.
- The preschool information systems may not be used for private purposes without specific permission from the Preschool Manager or Chairperson.

- Staff will respect the system security and will not disclose any password or security information to anyone other than an authorised system manager.
- Staff will not install any software or hardware without permission.
- Staff will ensure that personal data is stored securely and is used appropriately, whether in preschool, taken off the school premises or accessed remotely.
- Staff will respect copyright and intellectual property rights.
- Staff will report any incidents of concern regarding children's safety to the Designated Safeguarding Lead.
- Staff will promote e-safety with children in their care and will help them to develop a responsible attitude to system use, communications and publishing.
- Staff should understand that they should not post any visual images, recordings or comments that relate to preschool life including those of children or parents on any social networking sites, other than the preschool Facebook page and only if parental consent has been obtained.
- The preschool may exercise its right to monitor the use of the preschool's information systems and internet access, to intercept e-mail and to delete inappropriate materials where it believes unauthorised use of the preschool's information system may be taking place, or the system may be being used for criminal purposes, or for storing unauthorised or unlawful text, imagery or sound.

**Staff must read and understand all preschool policies and procedures and sign relevant documentation to confirm that they have done so and that they will adhere to all policies and procedures.**

*This Policy has been reviewed and agreed by The Goslings Management Team and Parental Committee.*