

STAFF CODE OF CONDUCT POLICY

Statement of intent

At Play to Learn Ltd 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 school in our dealings with the children, carers, other professionals and the public. We require all staff, volunteers and students 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 Play to Learn policies may result in disciplinary action being taken and Play to Learn reserves the right to take legal action against employees where breaches of the Code warrant such action.

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

- Be flexible, reliable and punctual
- Be honest and trustworthy in word and deed
- 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 other staff
- Be supportive to colleagues
- Be hard working and work as part of the team
- Be welcoming to everyone within the preschool – smile – say hello
- Work enthusiastically and support colleagues
- Communicate with each 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 and encourage children to follow the Grace and Courtesy rules : say please and thank-you and general manners
- 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, sign, date and follow all preschool policies and procedures and implement them at all times
- Ensure that your 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 through the use of social networking sites.

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- Understand that babysitting for parents out of preschool hours is at your own risk and that anything that happens in this time, the preschool is not liable for.
- Keep all personal belongings in the staff room

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 position at all times.

We would ask the staff to adhere to the following guidelines:

- Maintain a neat appearance and wear the name badge provided
- 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.
- Clothing must not be low cut, strappy or expose bras/ underwear or midriff or back.
- Jeans may be worn but must not be ripped or tatty.
- Footwear should be practical for safe movement around the classroom.
- Clothing required for health and safety purposes shall be supplied by the Preschool and worn when required.
- 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/other substances

- Inform the preschool manager of any medical conditions or medication that may affect their daily work
- 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 and out of reach of children at all times.

Medical/ Dental Appointments

- Due to the nature of the business staff are requested, if possible, to attend doctor, dentist or hospital visits outside of preschool hours.
- Staff are required to find cover for their sessions if they are going to absent as a result of an appointment.

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Staff Illness/ Absence

- Staff should personally inform the Preschool Manager or Deputy Manager of any reason for absence.
- Staff should telephone the Preschool Manager as soon as possible to inform of an absence so that cover can be found before the Preschool session starts.
- SMS text or email is not an appropriate form of communication, always telephone the Preschool Leader.
- If staff are unable to contact the Preschool Manager or Deputy Manager they should telephone Michelle 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 & Health & Safety

- All staff are required to read the Health & Safety Policy and Risk Assessment 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 & safety and safeguarding children.
- A record should be kept, by staff of these induction training sessions and 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 & Health and Safety is discussed regularly at staff meetings.

Mobile Phones

- The use of personal mobile phones in the classroom by staff, parents and carers' is **forbidden** to ensure the safety of the children. This includes the new Apple watch with camera.
- Personal mobile phones can be used in the office/ reception area in cases of emergency.
- Staff are reminded that they can give out the setting telephone number if they need to receive an urgent personal phone call.

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Staff Code of Conduct for ICT and Social Networking Sites

Staff are required to adhere to their professional responsibilities when using information systems and social network sites. Members of staff should read the school's E-safety policy, Safeguarding Children & ICT and Social Networking policy for further information and clarification.

Staff should be clear about the purpose of any activity, which involves photography or video of children. Staff must not take, display or distribute images of children, unless they have consent to do so.

- 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, PDAs, digital cameras; email, social networking and that ICT use may also include personal ICT devices when used for Preschool business.
- The Preschool information systems may not be used for private purposes without specific permission from the Preschool manager.
- The use of Preschool information systems, Internet and email will be monitored and recorded to ensure policy compliance.
- 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 school, 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 e-Safety Coordinator, the Designated Safeguarding Coordinator or the Preschool Leader.
- Staff will promote e-safety with students 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 to any Social Networking sites.
- The Preschool may exercise its right to monitor the use of the school's information systems and Internet access, to intercept e-mail and to delete inappropriate materials where it believes unauthorised use of the school'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.

Online Children's Record Keeping System

- All children's observational and developmental records are held on a secure system that individual staff have access to record observations for their key children.
- Each member of staff has their own pin access code that should remain private and confidential to them and should not be shared with others.
- Staff are responsible for ensuring that photos taken by them, within the setting, for child observations should be deleted at the end of the session and not stored on the Ipad camera roll.

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- Only permanent members of staff will have access to the online record keeping system, all volunteers and cover staff may be granted individual access.
- If a member of staff is absent from work for an extended period of time for long term sickness, maternity leave or disciplinary reasons then their access to the online system will be temporarily suspended until their return to work.
- In the event of a termination of employment from either staff or Play to Learn, access to the online system will be terminated.

General Data Protection Regulation – *please see separate policy*

Staff Responsibilities

Staff need to know and understand:

- How to manage, keep and dispose of data
- The pre-school's procedures in relation to children's records, email, social media, taking photos in the pre-school, mobile technology and the pre-school website
- When they are allowed to share information with others and how to make sure it is kept secure when shared.

Holidays

- Due to the nature of the business staff are requested not to take holiday during term times
- If staff take holidays during term time permission should be sought from Michelle **before** booking.
- Staff are responsible for finding cover for their sessions before booking holidays.
- Only 1 member of staff per setting should be absent for holidays during any given time period.

Whistle blowing and Incident Reports

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

Staff & private babysitting/child minding services

From time to time, parents may request individual staff members' babysitting services outside of Preschool working hours. This clarifies key points and procedures regarding private arrangements made between staff and parents.

- Individual staff members are able to babysit for children outside of the Preschool day should they wish.
- Any arrangements made are between individual members of staff and our families are privately agreed and are not the responsibility of the Preschool.
- The Preschool is not responsible for any private arrangements or agreements made between individual staff members and families.

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- If a member of staff is employed to babysit for a family they are completing that job role independently of Play to Learn therefore they are **not covered** under any of our insurances.
- Confidentiality of employment must be adhered to and respected at all times. We would like to make it **CRYSTAL CLEAR** that staff are bound by contract of the confidentiality policy and data protection act that they are unable to discuss any issues regarding Play to Learn, other staff members, parents or children.
- Should it be found that any staff member has discussed anything relating to the matters above, this will result in gross misconduct and the staff member will be subjected to disciplinary proceedings.
- Parents should be aware that other adults accompanying the babysitter may not have the relevant DBS, and it may not be appropriate for them to care for children.
- The Preschool has a duty to safeguard all children whilst on our premises and in the care of our staff, however, this duty does not extend to private arrangements between staff and parents outside of the Preschool school hours.
- The Preschool will not be held responsible for any health and safety, or other, issues that may arise from these private arrangements.
- Out of hours work babysitting arrangements must not interfere with staff members' working hours.

The following procedures and documentation in relation to Staff Conduct are

Preschool Policies

- General Data Protection Regulation Policy
- Health & Safety
- Risk Assessment
- Child Protection

Statutory Framework for the Early Years Foundation Stage 2017

Section3: The Safeguard and Welfare Requirements

- Suitable People
- Staff taking medication and other substances
- Staff qualifications, training, support and skills

Legal Framework

Data Protection Act 1998

Southend, Essex Thurrock Child Protection Procedures (SET) 2011, 2015

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