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**St Albert’s Catholic Primary School: Alby Tots**

**Staff Code of Conduct Policy**

**1.2 PURPOSE**

The purpose of the code of conduct for Alby Tots staff is:

• To identify boundaries, competencies and responsibilities.

• To agree communication and accountability frameworks.

• To explain your rights as an employee.

The Code of Conduct should also be read in conjunction with your job description, your contract of employment, grievance procedures, and disciplinary procedures, complaint procedures and all policies and procedures relevant to the Nursery.

**1.3 POLICIES AND PROCEDURES**

The Nursery has a range of policies and procedures which apply to all staff. These are available from the office, in reception. All staff must read the policies and comply with their terms. The failure of any staff member to do so may result in disciplinary action being taken against them.

**1.4 ATTENDANCE, TIMEKEEPING AND APPOINTMENTS**

• Staff are required to comply with the rules relating to notification of absence set out in the Contract of Employment section 9.2.

• Staff are required to arrive at work promptly and be ready to start work at their contracted starting times. Staff are required to remain at work until their contracted finishing times.

• Staff must obtain management authorisation if for any reason they wish to arrive later or leave earlier than their agreed normal start and finish times.

• Persistent poor timekeeping may result in disciplinary action.

• When can employees attend appointments? We appreciate that it is sometimes difficult to make appointments such as with Doctors or Dentists at a time that is convenient for both the employee and the Nursery. In most cases the Nursery requires you to make appointments in your own time, however, in cases where this is not possible, appointments must be scheduled at the beginning or end of a shift and agreed with your manager.

**1.5 PROFESSIONAL DEVELOPMENT**

It is expected that a childcare practitioner will continually update their knowledge and skills through a life-long learning approach.

• At all times, a childcare practitioner should not undertake an activity in which they do not feel competent, or is outside their area of practice and knowledge

• The Nursery at all times acknowledges the strengths and limitations of a childcare practitioner’s expertise within a competency framework.

• There is mandatory training that all staff should undertake. Staff need to identify what is expected and ensure they attend these sessions. This will be discussed during your induction and as a continuous process while you are employed by the Nursery.

St Albert’sis fully committed to your development and we will advise on other training courses that might be relevant. Training is also provided at staff meetings and other in house sessions.

**1.6 ALCOHOL, DRUG ABUSE AND SMOKING**

• The consumption of alcohol on the premises is strictly forbidden unless it is part of an agreed event authorised by management, such as a staff barbecue. Any employee who is found consuming alcohol on the premises or is found to be intoxicated at work will face disciplinary action under the disciplinary procedure. Please be aware that even if you are not found to be intoxicated, coming into work suffering from the immediate after effects of alcohol may also impair your ability to perform your role to the required standards. A breach of this procedure is considered an act of gross misconduct.

• The possession, use or distribution of drugs for non-medical purposes on the premises sites is strictly forbidden. Any member of staff who is found to be intoxicated at work will face disciplinary action under the disciplinary procedure. A breach of this procedure is considered an act of gross misconduct.

• Smoking is forbidden on the premises. Any member of staff who is found smoking on the premises where not permissible will face disciplinary action under the disciplinary procedure.

• Members of staff who wish to smoke before their shift commences or at break times, must ensure that they are not identifiable by their uniforms and are a reasonable distance from the building. Staff have a duty to ensure they do not smell of smoke at any time during working hours. Cigarettes matches and lighters must be kept securely away from the children.

**1.7 MEDICATION**

• Staff must not be under the influence of any medication which may affect their ability to care for children. If a member of staff is prescribed medication by their doctor that may affect their ability to perform work, then this should be discussed with the Nursery Manager.

• Medication should be kept in the first aid box provided specifically for staff and not left in bags or coats.

**1.8 HEALTH, SAFETY AND HYGIENE**

The Nursery will act positively to minimise the incidence of all workplace risks as required by the

Health and Safety at Work Act 1974 and other associated legislation. Through continuous improvement of standards, and comprehensive use of risk assessments we aim to systematically remove the causes of accidents/incidents and ill health.

Staff will be provided with a Health and Safety induction when joining the nursery as well as on-going training. Safe guarding training will take place annually.

All activities should be carried out with the highest regard for the health and safety of all staff, children and visitors. Staff have a responsibility to carry out tasks in accordance with training received e.g. manual handling and to wear protective clothing provided where appropriate. (See Health and Safety Policy).

Staff should be a role model to the children in terms of their own health and hygiene. Leading by example is the best way to teach good behaviours to children for example:

• Have clean, neat and tidy appearance

• Encourage children’s awareness of physical development (exercise, diet, rest, challenges and risks)

• Show the importance of hydration (drink plenty of water).

• Show how keeping fit is important to development of mind and body

• Show how to take risks safely

**1.9 MOBILE PHONES AND CAMERAS**

• Members of staff must keep personal mobile phones switched off and in a secure place.

Personal mobile phones are not permitted in any spaces that are accessed by children.

• It is recognised that in certain situations it may be necessary for staff to have a mobile phone for the use of the setting e.g. on an outing. The use of a mobile phone must not detract from the quality of supervision and care of children.

• Personal mobile phones or similar devices must not be used to take photographs of children.

• Staff have a duty to ensure parents do not use their mobile phones to take photos in the setting.

• Members of staff must only use cameras provided by the setting to take photographs of children. Failure to comply will result in disciplinary action.

(See Mobile Phone, Camera and Media Policy)

**1.10 INFORMATION AND COMMUNICATION TECHNOLOGIES**

Staff must not use any ICT services for copying, storing, sending or retrieving unacceptable material.

“Unacceptable material” includes any documents, messages, information, graphics or other electronic data that:

• Breach UK legislation

• Contravene the settings Equality Policy

• Contain offensive, pornographic or obscene language or material

• Plan, promote, incite or facilitate any illegal or terrorists activities

• Contain defamatory or slanderous language or material

• Denigrate, insult or ridicule another person

• Intimidate, bully or harass another person

• Adversely comment on integrity, personality, honesty, character, intelligence, methods or motives of another person unless it is factual response to a formal reference request.

• Provide or facilitate the use of computer hacking tools or virus toolkits

Staff must not use the Internet, external electronic mail, external telephone, fax or any other form of electronic communication to transmit sensitive, subversive information, including:

• Opinions that do not reflect the policies of the Nursery.

• Information that could damage the Nursery’s reputation and standing in the community

(See Mobile Phone, Camera and Media Policy)

**1.11 SOCIAL NETWORKING SITES**

• Staff must ensure that social networking sites are set as private so that only authorised persons can have access to them.

• Staff must not accept or invite any children or their families to use their private sites.

• Staff must never contact any children or their families using their private social networking sites.

• Staff must never upload any photos, comments or information about the setting or any persons linked with it.

(See Mobile Phone, Camera and Media Policy)

**CODE OF CONDUCT FOR NURSERY STAFF**

**1.12 SOCIAL CONTACT**

All staff are expected to uphold professional boundaries. Staff have a duty to approve any planned social contact with children and their families with their manager. Confidentiality of employment must be adhered to and respected during social contact. In summary staff should:

• Ensure all contact with existing children or their parents is of a professional and nursery related nature.

• Consider the appropriateness of the social contact according to their role and nature of their work

• Always approve any planned social contact with children or parents with senior colleagues

• Advise senior management of any social contact they have with a child or parent with who whom they work, which may give rise to concern.

• Understand that some communications may be called into question and need to be justified(parents becoming dependant)

**1.13 DRESS CODE**

The Nursery staff should be professionally dressed at all times, no jeans should be worn.

Staff should wear clothing which:

\_ Is comfortable, allows free movement and is appropriate to their role.

\_ Is not likely to be viewed as offensive, revealing or sexually provocative.

\_ Does not distract, cause embarrassment or give rise to misunderstanding.

\_ Is absent of any political or otherwise contentious slogans.

\_ Is not considered to be discriminatory and is culturally sensitive.

Staff should ensure hands and nails are kept clean and long hair is tied back. Nail varnish remover should not be brought into the nursery unless it is kept in the office. Jewellery should be minimal to avoid safety implications. Any obviously visible tattoos or piercings should be discussed with the Nursery Manager as to their suitability commensurate with your role.

**1.14 ACCOUNTABILITY**

Staff are accountable to the Nursery for undertaking those activities that are associated with the job/role. (Please refer to your job description/specification) A member of staff must inform their immediate manager if they do not feel competent to undertake any activities and must request reasonable/appropriate training.

Staff have a duty to report any behaviour by colleagues that raises concern (please see the Whistle- Blowing policy).

A childcare practitioner has a duty to respect families by:-

• Valuing their cultural diversity, opinions and choices.

• Being non-judgmental.

• Planning contacts/appointments with the parent.

• Seeking clarification and not assuming.

• By listening and responding appropriately .

• By acknowledging her/his own limitations.

• Maintaining appropriate behaviour and activities between the family and her/himself

**CODE OF CONDUCT FOR NURSERY STAFF**

Staff have a responsibility to challenge any discriminatory remarks or behaviour against other staff members, visitors, children and their families.

(Please refer to the Equal Opportunities Policy) Staff have a duty to notify the Nursery of changes to personal details, change of address, telephone number, and relevant health issues.

**1.15 CRIMINAL CONVICTIONS**

All staff have a duty to notify the Nursery of any changes of circumstance which may affect their suitability to work with children. All staff are required to hold a current CRB (Criminal Records Bureau) certificate. Irrespective of whether a previous employer has provided you with a CRB, the Nursery will require a new CRB check to be undertaken before staff can be allowed to work with the children.

**1.16 TEAM AND PARTNERSHIP WORKING**

Staff are required to work co-operatively within teams and respect the skills, expertise and contribution of colleagues. They are expected to treat others fairly and without discrimination. (Please refer to the Equal Opportunities Policy)

Staff must communicate effectively, both verbally and in writing. As required, they must share their knowledge, skills and expertise with other team members in order to improve practice.

Staff must work with other members of the team to promote a care and learning environment that is conducive to safe and ethical practice. If the care environment deteriorates, the practitioner must report this to their line manager.

**1.17 CONFIDENTIALITY**

Staff must guard against breaches of confidentiality by protecting information from improper disclosure at all times and follow all appropriate policies. (Please refer to your confidentiality policy)

Staff must only disclose information outside the immediate team if:

• It can be justified as being in the public interest (usually where disclosure is essential to protect the child or someone else from risk or significant harm).

• This is required to do so by law or by order of the court.

• There is an issue of safeguarding, and s/he must then act at all times in accordance with national and local procedures.

(Please refer to the Safeguarding Children’s Policy)

Staff who intend to share information about a child’s care, learning and development with an outside agency must seek prior permission from the child’s parent and the Nursery Manager.

**1.18 GIFTS AND REWARDS**

Staff should not accept significant personal gifts from our customers (parents/carers), suppliers or

other agencies with whom the Nursery has contact. All gifts with a perceived value of over £20 must be declared to the manager.

**1.19 BABYSITTING**

If an employee offers a babysitting service then this is a private agreement between the parent and employee in which the Nursery will not be held liable. Please be aware that if an offer of employment is made to you as a result of parent contact through the nursery, the parent will be liable for a signing on fee.

It is not acceptable for a member of staff to transport a child by car directly to and from the nursery unless (1) it has been approved by the manager (2) the correct child seat is available (3) the parent has given written permission to do so (email will suffice). The member of staff transporting the child does so as a private arrangement and must ensure they have their own insurance. The nursery accepts no liability for the child once off the premises.

**1.20 OUTSIDE COMMITMENTS**

All employees should consult the Nursery Manager before taking on additional employment.

Additional employment must not conflict with the setting’s interests or impair employee’s ability to carry out their role at this setting.

Please bear in mind if you do have additional employment elsewhere, then you will need to declare which employer is the primary source of your income. This is necessary in order to avoid confusion over tax codes. You are only allowed one employer where your tax code can be used to take advantage of your personal tax free allowance, currently 810L.

Additional employers will have to adopt a secondary position and tax all of your earnings, usually on a BR (Base Rate) coding. Consequently, if we are not your main employer then we will need to tax you at the BR rate. Failure to declare a primary employer to the HMRC may result the levy of backdated tax and penalties.

**1.21 VULNERABLE SITUATIONS**

As a key person you must discuss intimate care routines with the child’s parents. The settings

Intimate Care Policy (contained within the Safeguarding Children Policy) must be followed at all times.

Employees should always encourage the child to undertake self-care tasks independently, where developmentally appropriate.

Ensure employees understand the extent and limitations of their role in applying basic care and hygiene tasks for minor abrasions and understand where an injury might require more experienced intervention.

Employees need to be vigilant of neglect or abuse caused outside the nursery and to report any signs to the Nursery Manager.

Employees must not be placed in situations which render them vulnerable. Where this is unavoidable, full and appropriate risk assessments are conducted and agreed for lone working situations.

Employees must be prepared to report any actions of another individual they deem inappropriate to senior management.

When one to one situations are unavoidable, employees must take precautions to reduce the vulnerability of both the child and the adult, for example, informing colleagues of the situation, leaving room doors open.

**1.22 WHISTLEBLOWING**

Whilst we expect all our colleagues, both internal and external, to be professional at all times and hold the welfare and safety of every child as their paramount objective, there may be occasions where this may not be happening.

**CODE OF CONDUCT FOR NURSERY STAFF**

It is vital that all team members talk through any concerns they may have with their line manager at the earliest opportunity to enable any problems to be ironed out as soon as they arise.

If, in the course of your employment, you become aware of information which you reasonably believe tends to show one or more of the following, you **MUST** use the nursery’s disclosure procedures:

• That a criminal offence has been committed or is being committed or is likely to be committed.

• That a person has failed, is failing or is likely to fail to comply with any legal obligation to which they are subject (e.g. EYFS, National Minimum Standards, National Care Standards).

• That the health or safety of any individual has been, is being, or is likely to be, endangered.

• That the environment, has been, is being, or is likely to be, damaged.

• That information tending to show any of the above, is being, or is likely to be, deliberately concealed.

• That you challenge discriminatory behaviour and report any incidents.

Where you reasonably believe one or more of the above circumstances listed above has occurred you should promptly disclose this to your manager so that any appropriate action can be taken. If it is inappropriate to make such a disclosure to your manager (i.e. because it relates to your manager) you should speak to the Proprietor*.*

Employees will suffer no detriment of any sort for making such a disclosure in accordance with this procedure. For further guidance in the use of the disclosure procedure, employees should speak in confidence to the Nursery Manager.

(Please see the Whistleblowing Policy)

**1.22 DECLARATIONS AND CHANGES OF CIRCUMSTANCES**

Employees are expected to declare all convictions, cautions, court orders, reprimands and warnings that effect suitability.

A childcare practitioner has a duty to notify the nursery manager of any changes of circumstance which may affect their suitability to work with children.

An annual status check will be performed by the nursery for all staff.

**1.23 SUMMARY**

It is important that staff understand the Nursery’s policies, procedures and protocols.

To enable staff to practice you must be appropriately trained and work in partnership with others

Staff must maintain client confidentially, and act accordingly with communications

Staff have a duty of care to all parties associated with the Nursery.

Failure to comply with this code of conduct may lead to disciplinary action.

The Nursery will act with integrity, sensitivity and in a manner that will be deemed as reasonable in all its dealings with staff.

The Code of Conduct is deemed to have been accepted as soon as a member of staff commences employment.

We thank you for your co-operation and welcome any feedback from staff that will help us improve.

Signed: *R. Henderson*

Date: September 2014