



STAFF CODE OF CONDUCT

Catkins Preschool

July 2022

Catkins Preschool works closely with its staff and builds positive and trusting relationships between them and the families in our care. We pride ourselves on being like a family and all of the staff are very supportive and caring towards each other. We like them to maintain a healthy work life balance and in return our staff are hardworking, committed and professional.

We expect that all staff are aware of and are trained in safeguarding, multicultural issues and are familiar with the most recent EYFS documents to keep their knowledge relevant and current.

Staff are asked to wear suitable clothing and footwear for the tasks they will have to carry out during the day and should consider their own health and safety and that of the children when making decisions throughout the day.

Staff should remain professional and any disputes they have should be resolved away from children, should the need arise a member of management will ensure there are no issues and that these are promptly handled.

No bullying, swearing, harassment or victimisation will be tolerated on the settings premises. Offensive behaviour such as sexist or racist language or harassment will not be tolerated. We are an inclusive setting and expect our staff to maintain this by treating everyone in the same way and any inappropriate behaviour will result in disciplinary action.

All staff are expected to disclose any convictions, cautions, court orders, reprimands and warnings which may affect their suitability to work with children (whether received before or during their employment at the setting).

All staff are required to inform the Anne Phillips if themselves or anyone living or working in their household has a disqualification (in accordance with regulations made under section 75 of the Childcare Act 2006). If this occurs they may not continue as an Early Years Practitioner without a waiver obtained through OFSTED

Practitioners should not be under the influence of alcohol or any other substance which may affect their ability to care for children. If practitioners are taking regular medication they must seek advice that the medication is unlikely to impair their ability to look after children properly. Staff medication on the premises must be securely stored and out of reach of children at all times. If staff are found to be working under the influence of alcohol or drugs they will be subject to a disciplinary meeting.

Confidentiality

All staff, parents, children and families have the right to privacy and information about them should only be shared if it is deemed necessary to do so. To promote the confidentiality of the children and adults in contact with our setting, we ask the staff to follow these guidelines by:

- Not discussing confidential matters about children with other parents/carers.
- Not discussing individual incidents or information about children in front of parents/carers and other children. To combat this any conversations which need to be held privately can be carried out in the Kissick Room.
- Not discussing confidential matters about parents/carers with children or other parents/carers.
- Not discussing confidential information about other staff members.

- Only passing sensitive information, in written or oral form, to relevant people.

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.