



Code of conduct and safe working practice

At West Byfleet Nursery, we value our staff and wish to encourage a high level of professionalism and good practice.

This document aims to provide you with guidance on appropriate conduct whilst working within our setting, whether paid or unpaid.

In writing this code of conduct we have tried to be as comprehensive and explicit as possible, please let us know if when reading it you become aware of anything we have failed to include or need to clarify. We welcome your input and feedback

Everyone expects high standards of behaviour from adults who work with children and young people, it is therefore important that you understand the nature of our work and the responsibilities related to it. You are in a position of trust and are seen as a role model and must act in an appropriate manner at all times.

Our aim is to minimise the risk of misplaced or malicious allegations against staff or the setting by ensuring that you are fully informed of our expectations. Any unsafe or unlawful behaviour or breach of this code of conduct will be subject to disciplinary or legal action.

Underpinning principles

- The child's needs are paramount and the needs and wishes of each child, be they a baby or an older child, should be put first (Working Together to Safeguard Children 2018)
- It is the responsibility of all adults to safeguard and promote the welfare of children and young people.
- Adults who work with children are responsible for their own actions and behaviour and should avoid any contact which would lead any responsible person to question their motivation and intentions.
- Adults should work and be seen to work in an open and transparent way.
- The same professional standards should always be applied regardless of culture, disability, gender, language, racial origin, religious belief or sexual identity. Creating a safe culture within the setting involves developing an environment where all children, young people and adults are able to express themselves, be accepted, listened to, given time and mutual respect.
- Adults must continually monitor and review their practice.
- The setting operates a whole team approach in which every member of the setting staff is held equally responsible for the quality and success of the setting.

Our expectations are that staff must:

- Understand the responsibilities of their role and be aware of the sanctions that will be applied if these requirements are breached.
- Complete the duties and responsibilities as set out in their job description
- Be fully aware of and follow the settings policies and procedures at all times.
- Conduct themselves at all times in a professional, courteous, helpful and consistent manner.
- Be aware that they are role models and consider how they display this within the setting.

Take responsibility for their own actions and behaviour.

- Recognise and respect the value and intrinsic worth of each child and family regardless of economic or social background. Treating children fairly and without prejudice or discrimination, valuing and taking children's contributions seriously, actively involving children in activities wherever possible.
- Show all children and families respect and understanding.
- Nurture and educate young children as well as providing information and support to parents.
- Seek to improve their understanding of the development of young children through ongoing education and collaboration with colleagues. Maintain the highest standards of performance and aim to improve their knowledge skills and competency through CPD.
- Have a responsibility to understand and adhere to current legislation and guidance that supports their role.
- Contribute to the settings responsibility to protect children and encourage a safer working culture.
- Ensure that Surrey's Safeguarding Procedures and the government's Prevent Duty are followed in the Nursery.
- Maintain appropriate professional boundaries and avoid behaviour which might be misinterpreted by others. Follow the settings E-Safety policy ensuring all communications between adults and children take place within clear explicit boundaries.
- Follow agreed procedures, without fear of recrimination, to bring to the attention of the nursery manager any deficiency in the standards (EYFS 2017)
- If having concerns regarding the Nursery Manager or any other senior staff, follow the Whistle blowing policy.
- Challenge poor practice and situations which may leave themselves, or others, particularly vulnerable.
- Dress appropriately and safely for their role and give a positive image. Uniform tops are provided by the setting and where possible these should not be worn outside working hours.
- Not take any substances including alcohol and drugs, which may affect their work, other than for medical reasons in which case the management must be informed. Smoking or vaping are **not** permitted on the school site.
- Be aware of their conduct outside of work, particularly with regard to friendships with parents. Staff must follow the settings babysitting guidelines whenever undertaking babysitting duties for parents with children at the setting and be aware that they have a responsibility to report any safeguarding concerns to Surrey Children's Single Point Access (C-SPA) and the setting. (*Staffing Policy*)
- Consult the manager before taking on additional employment, be clear about contractual obligations and ensure that there is no conflict with the settings interests
- Adhere to settings policies with regard to the use of cameras, tablets and mobile phones or any other personal electronic device on site. (*Safeguarding Policy*)
- Be aware of the appropriate use of physical intervention, adhering to the settings Behaviour Management policy. Never use or threaten to use any form of physical contact that may be seen to constitute physical abuse.
- Be aware that behaviour in their personal lives may impact on their work with children and young people. (*Staffing policy*)
- Be aware that personal and domestic problems should be left at the door and not be allowed to impact on their performance and relationships within the setting.

- Constantly evaluate and reappraise their own methods, policies and practices and be aware of the need to keep up to date with current developments in the light of changing requirements and circumstances.
- Be aware of GDPR and the need for confidentiality within their professional practice. Confidential information should not be disclosed unless required by law or to protect the interests or welfare of the child. Staff must be aware at all times of what they discuss in front of children, parents and other staff members. Be vigilant in maintaining their own privacy and mindful of the need to avoid placing themselves in vulnerable situations. *(Confidentiality Policy & Data Protection Policy)*
- Avoid favouritism. Report and record any incident or indications (verbal, written or physical) that suggest that a child may have developed an inappropriate attachment with any adult in the setting. *(Key Person Policy)*
- Always maintain appropriate professional boundaries. Ensure any contact with children is appropriate and understand that physical contact in some circumstances can be easily misinterpreted. Be aware of cultural or religious views about touching and always be sensitive to issues of gender. Always encourage children, where possible, to undertake self care and all other tasks independently. Never touch a child in a way that may be considered indecent. Hugging, kissing, allowing a child to sit on your lap and any other prolonged physical contact is not appropriate. Never develop personal or sexual relationships with children. Always be prepared to report and explain actions and accept that all physical contact is open to scrutiny.
- Ensure language is appropriate and not offensive or discriminatory; consider tone of voice, pitch and level of discussion. Never be sarcastic, make remarks or jokes of a personal, sexual, racist, discriminatory, intimidating or offensive nature. Never embarrass, intimidate or humiliate children, parents and other members of staff. Shouting at children is not acceptable.
- Not bully, harass or victimise colleagues, parents or children in or outside the setting. Adhere to the guidelines laid down in the settings E-Safety policy.
- Work within Health and Safety regulations (Health and Safety at work Act 1974). Ensure equipment is used safely and for its intended purpose. Keep lifting of children to a minimum. Where ever possible come down to the child's level, if lifting is unavoidable be sure to limit the potential for back injuries by keeping your back straight and bending your knees, following manual handling guidelines.
- Provide examples of the good conduct you wish children to follow.
- Challenge unacceptable behaviour and report all allegations, suspicions of abuse or actions that may raise concern.
- Arguments or disagreements should not occur in the presence of children or parents.
- Only give gifts to a child as part of the settings agreed reward system in the form of stickers, stampers and verbal praise. There are occasions when children or parents may wish to pass small tokens of appreciation to adults as a thank-you and this is acceptable. However, it is unacceptable to receive gifts on a regular basis or of any significant value. *(Staffing Policy)*



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Once you have read and understood this document please sign below and return this page to Ruth or Catherine as soon as possible.

I _____ have read and understood the latest version (*October 2019*) of the Nursery's code of conduct and agree to abide by the guidelines therein.

Signed _____ Date _____