

Recreation Ground  
Huntersfield  
Stanford in the Vale  
Faringdon  
Oxfordshire, SN7 8LR



## **2.1.11 - STAFF CODE OF CONDUCT**

### **Statement of intent**

At Stanford in the Vale 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 school 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 Stanford in the Vale 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 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 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 through 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 staff room

### **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 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.
- 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.

### **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.
- 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 are required to find cover for their sessions if they are going to absent as a result of an appointment.

### **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.
- If staff are unable to contact the Preschool Manager they should telephone the Deputy 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 & 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. 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. Personal mobile phones can be used in the office/ reception area in cases of emergency.
- Staff should ensure that all mobile phones are set to quiet and are kept in a box that is clearly visible to all staff in the classroom. Staff are reminded that they can give out the setting telephone number if they need to receive an urgent personal phone call.

### **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 the Preschool Manager and Directors **before** booking; this permission will only be granted in exceptional circumstances.
- Staff are responsible for finding cover for their sessions before booking holidays.

### Whistleblowing 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.

### 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 online safety and safeguarding policies 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 or Directors.
- 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 Designated Safeguarding Lead.
- 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 Preschool'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.

This policy was adopted at a meeting of Stanford in the Vale Pre-school Committee

Held on \_\_\_\_\_ (date)

Date to be reviewed \_\_\_\_\_ (date)

Signed on behalf of the management committee

Name of signatory

Role of signatory (e.g. chair/owner)