



Stoborough Nursery Staff Code of Conduct

Article 3-Best interest of the child, Article 23 -children with ties, Article 28- Right to an education and Article 31-Leisure, play and culture.

Parents, children and all stakeholders are entitled to expect the highest standards of conduct from all our staff, and it is regarded as an essential part of the warm welcoming ethos of our nursery. The aim of this Policy is to provide guidelines which will help us maintain and improve standards and protect all our staff from any misunderstandings or criticism.

Standard of Care

Stoborough Nursery expects its entire staff and volunteers to provide the highest levels of care and if necessary, advice to parents and other members of staff. Staff and volunteers are expected to follow agreed procedures and are expected, without fear of recrimination, to bring to the attention of the Nursery Manager any deficiency in the standards of care.. If it is the Nursery Supervisor who is causing the concern, then the chairperson must be informed.

Confidentiality

Stoborough Nursery staff understands the importance of sharing information to support the care and education of the children in their care. However, as during their employment at Stoborough Nursery they may be party to confidential information concerning the children, families or group users, and the group's financial business. Therefore any confidential information they may receive regarding these must remain confidential to them and must only be shared on a need to know basis.

Appearance

The appearance which Stoborough staff present to each other and parents and visitors is important. Our expectation of all nursery staff is that they conform to standards of dress as befits a profession. Although many styles of dress are acceptable, staff should dress appropriately for their job and give a positive image. Thought needs to be given to length of skirts and cut of tops – particularly when bending over when working with young children.

Drugs, Alcohol and Smoking

Staff must not take any substances that might affect their work. No staff should consume or be under the influence of drink/drugs during their hours of work. No smoking is permitted on the premises and in the school grounds.

Medication –Staff members taking substances for medical reasons must confirm with their doctor the medication will not affect their ability to care for children and if appropriate obtain written documentation. As with children's medication any medication must be securely stored and out of the reach of children.

Suitability to Work with Children

All staff members are expected to disclose immediately any changes that would affect their suitability to work with children. All members of staff have to sign an annual fitness to work with children declaration.

Gifts and Hospitality

Staff should not accept significant personal gifts or hospitality from parents or outside suppliers that might give rise to suspicion or concern. Offers to attend purely or mainly social or sporting functions should only be accepted when the function is part of nursery/centre life or when the nursery is being represented, or when it is clear that the hospitality is corporate rather than personal.

Staff Appointments

All staff involved in appointments should ensure that they are based on merit. In order to avoid any possible action or bias, no staff should be involved in an appointment where they are related to an applicant or have a close personal relationship outside work.

Mobile phones & Digital Equipment

1. All staff mobile phones should not be carried on the person or within the nursery rooms; they should be stored in the cupboard in the office.
2. The nursery main telephone number should be used as the main point of contact for staff in an emergency.
3. The use of mobile phones being carried on a person or used in the nursery room will result in a disciplinary procedure.
4. It is the responsibility of the nursery supervisor/deputy to delete all photographs stored on a digital camera after transfer to the computer for printing purposes.
5. It is the responsibility of nursery / deputy to approve photographs for use on public displays and for marketing purposes.

Social network, such as Facebook, MSN, Twitter

1. Social networks should be personal to the staff member, staff shouldn't comment on their work place, colleagues, parents or children from the nursery.
2. There should never be photos of the nursery or the children who attend the nursery on a staff member's pages.
3. Staff should ensure that their profiles are "closed" and not accessible for everyone to see.
4. Staff should not be friends with parents/carers from the nursery- unless the friendship was formed before the parent/carer commenced using the setting or the practitioner began working at nursery.
5. Staff should not be friends with children from the nursery

Staff found doing any of the above, will be subject to a disciplinary procedure.

Safeguarding

All staff members must ensure they have:

1. Read and understand the settings Safeguarding Children Policy.
2. Know who the Designated Safeguarding Officer and Deputy are.
3. Attend safeguarding children training at least every three years.

Conclusion

The staff at Stoborough Nursery are the nursery's greatest asset . How the staff members conduct themselves reflects on the whole nursery. All the staff agree high standards and expectations are essential in all aspects of our work.

**This policy was adopted at a meeting of Stoborough Committee
on..... Signed on behalf of the Committee by**

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Date of review.....