

## Code of Conduct for Nursery Staff at Bright Sparks Nursery

### St Mary's College

**Rationale-** 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, improve standards, and protect all our staff from any misunderstandings or criticism.

#### **Standards:-**

- **We expect** all our staff to provide high levels of care and if necessary, advice to parents and other members of staff. The welfare of any child in our care is paramount. Staff will be expected, by following agreed procedures and without fear of recrimination, to bring to the attention of the Head of Early Years any deficiency in the standards. If it is the Head of Early Years who is causing the concern, then the Whistleblowing Policy may be followed.
- **We expect** all our staff to report any incidence of unacceptable conduct towards children or staff immediately. Staff are aware that safeguarding is everybody's responsibility and that they have a duty of care to safeguard and promote the welfare of all children and young people as well as other staff within our setting.
- **We expect** all our staff to be familiar with and adhere to all of our Nursery's policies. Staff understand it is their responsibility to understand and adhere to current legislation and guidance that supports their role.
- **We expect** our staff to continually monitor and review their practice and ensure they follow the guidance contained in this document.
- **Disclosure of Information.** We are a very open Nursery and pride ourselves on open communication; however, when information is necessarily confidential it should only be made available on a "need to know" basis.
- **Appearance.** The appearance which we present to each other and parents and visitors is important and impacts on the business. Our expectation of all nursery staff is that they conform to standards of dress as befits a professional environment. Staff should wear the nursery uniform or smart clothing and give a positive image. All footwear should be compliant and not hinder your role within the nursery. A change of footwear, for example, slippers can be worn in the 0-2 rooms but must be changed before going outdoors. Long hair should be tied back tidily, no jewellery except watches, important rings and studded earrings. Nail varnish is permitted providing it is tidy and not worn off, false eyelashes are permitted for special events only and if they are loose the Head of Early Years or Department Senior must be informed immediately. "Bright Sparks" uniform shall not be worn to any event or social gathering that is not connected to nursery work.
- **Drugs, Alcohol and Smoking.** Except for medical reasons, employees 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. **Smoking or vaping is NOT** permitted on the premises.

- **Staff Taking Medication.** If a staff member is taking medication which may affect their ability to care for children, the staff member should seek medical advice. The staff member must inform the Head of Early Years or Deputy of the medical advice to ensure the medication will not impair the staff member's ability to look after children properly. All staff medication must be securely stored in staff lockers and out of reach of children at all times. (Refer to Medicine Policy – Staff Medication & Fit to Work)
- **Holidays.** Please remember that before booking a holiday authorisation must be obtained from the Head of Early Years or Deputy. A holiday form must be submitted. Any holiday applications should be completed with as much notice as possible (usually minimum of 2 weeks' notice). For smaller periods of time for example 1 or 2 days a week's notice should be given. This is to enable rotas to be done a week in advance. Whereby a request is made and two people will be off at the same time from one department then this is a decision based on the time of the holiday and the cost to the business. This will demand a decision from the Head of Early Years. Normal holiday rules are that only one person may be away on holiday from one department at any given time.
- **Illness.** If, for any reason, you are unable to attend your place of work you must inform the Nursery either before, or as soon as possible after, 7.00am. You must also call the Nursery before 3.00pm to inform them whether you will be fit for work on the next working day. If you have a doctor's note you should send this to the nursery as soon as possible and ensure that you confirm with the Head of Early Years or Deputy the date that you will be considered fit to resume your duties.
- Staff must stay at home if they are ill and/or are contagious or if they suspect they have Covid-19 symptoms

**NB –** For holidays or illness, text messages and/or What's App messages to other staff or Senior Managers of the Nursery are not acceptable forms of communication.

- **Hospitality, Gifts and Sponsorship.** Staff should not accept significant personal gifts from outside suppliers or hospitality 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. When an outside agency wishes to sponsor an activity, particular care must be taken if dealing with any potential contractor, or when any partner, spouse or relative of a member of staff might benefit. There are occasions when pupils or parents wish to give small tokens of appreciation to staff e.g. at Christmas or as a thank you and this is acceptable. However it is unacceptable to receive gifts on a regular basis or of any significant value.

Staff must not give personal gifts to pupils or their families. This could be interpreted as a gesture to bribe or groom. Any reward given to a child will be done in accordance with agreed practice and with approval from the Head of Early Years or Deputy. (Refer to Anti-Bribery Policy)

- **Future Employee 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. Similarly, they should not be involved in decisions relating to discipline, or pay adjustments.
- **Outside Commitments.** All staff should consult the Head of Early Years before taking on additional employment. They should be clear about their contractual obligations and make sure their additional employment does not conflict with the nursery interests.

- **Behaviour.** All nursery staff must remember at all times that the position that they hold is particularly significant as parents and families are placing the most precious possession they have in our care. We must be aware that we need to reflect the awareness of the significance of our role with behaving in a responsible, mature and respectful manner at all times, including when not in the workplace.
- **Equality.** The same professional standards will be applied by all staff towards each other and to parents and children regardless of culture, disability, gender, language, racial origin, religious belief and/or sexual identity.
- **Mobile phones.** In relation to use of mobile phones and use of digital equipment, set out below are some best practise guidelines.
  1. All staff mobile phones should not be carried on the person or within the nursery rooms; they should be stored in staffs' handbags/ lockers and turned on silent.
  2. The nursery main telephone number should be used as the main point of contact for staff in an emergency, **0151 932 0743**
  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 Head of Early Years /Deputy/ Seniors to delete all photographs stored on their digital cameras after transfer to the computer for printing purposes.
  5. It is the responsibility of the Head of Early Years/ Deputy/ Seniors to approve photographs for use on displays and for marketing purposes.
  6. Staff USB pen drives must be encrypted. The Head of Early Years will encrypt and make a note of staff pen drives electronically. On leaving Bright Sparks staff will submit their USB pen drives back to the EYD office. Wherever possible staff should use the remote access when it is necessary for them to work from home or to use a work laptop. Tablets/ Laptops cannot be removed from the site without permission from the Head of Early Years, Deputy or Network Manager.

Social network, such as Facebook, Instagram, Twitter, Social networks should be personal to the staff member, staff shouldn't comment on their work place, colleagues, parents or children from the nursery. There should never be photos of the nursery or the children who attend the nursery on a staff member's profile. Staff should ensure that their profiles are "closed" and not accessible for everyone to see. Staff should not be friends with parent/Carers from the nursery. Staff should not post photographs of themselves wearing the nursery uniform. Any staff found doing any of the above will be subject to a disciplinary procedure.

**Staff Policies and documents to be read in accordance with this code of conduct are:**

Keeping Children Safe in Education part 1, Annex A and Annex C (01 September 2023)

Early Years Foundation Stage Statutory Framework For group and school-based providers  
Published: 8 December 2023 Effective: 04 January 2024

Well-being for Staff Policy

Support Staff Handbook

Staff Medication Policy (Medicine Policy)

Use of mobile phones, recording devices, smart watches, Fitbits and image sharing devices

Online Safety Parents and Staff

Safeguarding and Child Protection Policy

Individual Job Descriptions and Contracts of Employment

Staff Behaviour Policy

Disciplinary Policy/ Attendance Policy/ Capability Policy/ Grievance Policy and Whistleblowing Policy

<https://www.ruthgorse.leeds.sch.uk/trga-website-content/uploads/2022/03/GSWP-Feb-2022-1.pdf>

The link provided above is for the latest guidance for safer working practice and should be read to ensure that all employees and volunteers are aware of its contents and have access to it. (Copies will be in all rooms and on the safeguarding area of the main corridor noticeboard) *(If the link does not open, then copy and paste into browser bar.)*

**Conclusion** Our staff at Bright Sparks Nursery are our strength. How the staff conduct themselves reflects on the whole setting and school. High standards and expectations are essential in all aspects of our work. Any member of staff found in breach of this policy may be subject to disciplinary action.

Reviewed by AH 22.10.19/ Reviewed by AH May 2021

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AUDITED WEIGHTMANS LLP 10.01.23