

## CODE OF CONDUCT

The purpose of this policy is to provide a framework for professional and effective partnership between staff, management and parents/carers. It applies to anybody working with the children both on and off-site and is underpinned by the following principles:

- The welfare of the child is paramount
- All staff are responsible to safeguard and promote the welfare of children at The Oaks Nursery.
- Staff who work with children are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions.
- Staff 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 and /or sexual identity
- All staff must recognise and respect the value and intrinsic worth of each child and family, regardless of economic or social background.
- All children and families deserve respect and understanding
- Early years practitioners are responsible for nurturing and educating young children as well as providing information and support to parents.
- Early years practitioners should seek to improve their understanding of the development of young children through ongoing education and collaboration with colleagues
- Early years practitioners have a responsibility to understand and adhere to current legislation and guidance that supports their role.
- All staff have a responsibility to contribute to the Oaks Nursery's responsibility to protect children and encourage a 'safer working culture'.
- Staff will be expected to follow agreed procedures, without fear of recrimination, to bring to the attention of the Nursery Manager any deficiency in the standards.

- If staff have concerns regarding the Nursery Manager or other senior staff members the Whistleblowing Policy may be followed.
- When information is necessarily confidential it should only be made available on a 'need to know' basis
- Staff should ensure they are decently, safely and appropriately dressed for the tasks they undertake. Suitable footwear must be worn at all times.
- 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 drinks/drugs during their hours of work.
- No smoking is permitted on the Oaks Nursery premises.
- Staff mobile phones should not be carried on the person within the Oaks Nursery; they should be left in the tin in the kitchen cupboard and turned on silent.
- Mobile or smart technology devices such as smart watches and fitbits should not be used whilst working with the children. These can be used during scheduled breaks.
- Any content brought into the setting via mobile or smart technology devices should be compatible with the professional role of the staff member and the behaviour expectations of the setting.
- The Oaks Nursery main telephone number should be used as the main point of contact for staff in an emergency.
- It is the responsibility of the setting manager/deputy or a nominated member of staff to delete all photographs stored on a digital camera after transfer to the computer for printing purposes.