



Our Nursery is committed to building strong, positive relationships in order to provide a safe and welcoming environment for children and their families, as well as a harmonious working environment for staff, students and volunteers. In order to achieve this, all staff are required to adhere to the following code of conduct. Students and volunteers will also be expected to respect this code of conduct.

- Staff must conduct themselves at all times in a professional, courteous, helpful, warm and consistent manner.
- Staff should be punctual and let the staff member in charge for that day know at the earliest opportunity if they are going to be late arriving for the session.
- Staff **must** telephone, rather than text, the staff member in charge on the day of absence before 7.30am. This should happen each day of absence unless otherwise agreed by the Principal or staff member in charge.
- Staff must display knowledge and understanding of safeguarding and receive appropriate current training which is to be renewed when required.
- Staff must display a commitment to treating all children as individuals and with equal concern and respect. Refer to Policy 04.
- Staff must have regard for wearing appropriate clothes and shoes when working with children, paying due regard to health and safety issues.
- Personal mobile phones may not be used during working hours. The setting phone can be used to make or receive emergency calls. Refer to Policy 22.
- Family members and friends should not visit staff during their working hours.
- Comments or information pertaining to the Nursery or any staff, child or parent connected with the setting must not be placed on social networking sites such as Facebook, Twitter or My Space. Refer to Policy 28.
- Staff must be continually aware of their conduct and behaviour outside of the setting, as this may have a negative reflection on the childcare setting.
- Under no circumstances should any arguments or disagreements between members of staff occur in the presence of children or parents/carers.
- No smoking, alcohol or drug use is permitted on the Nursery's premises.
- No bullying, swearing, harassment or victimisation will be permitted on the Nursery's premises.

POLICY 21 – CODE OF CONDUCT FOR STAFF		Issue Date: Sept 17	Page: 1 of 2
Document Owner: Lindsey Harvey (Principal)			Next Review Date: Sept 2018



- Offensive behaviour such as sexist or racist language or harassment will not be tolerated.
- All staff are expected to treat everyone respectfully at all times.
- Behaviour deemed inappropriate may lead to disciplinary action.
- Staff should have regard for each of the Nursery's Policies and Procedures at all times.

Confidentiality

Confidentiality within the Nursery must be respected by:

- Not discussing individual incidents, behaviour or information about children in front of parents/carers and other children
- Not discussing confidential matters about children with other parents/carers.
- Not discussing confidential matters about parents/carers with children or other parents/carers.
- Not discussing confidential information about other staff members, students or volunteers.

In circumstances where staff have a reason to believe that a child is at risk of abuse or neglect, the Safeguarding Policy will override confidentiality on a 'need to know' basis.

Signed for and on behalf of Foxglove Montessori Nursery

Lindsey Harvey (Principal) :

Date :

POLICY 21 – CODE OF CONDUCT FOR STAFF		Issue Date: Sept 17	Page: 2 of 2
Document Owner: Lindsey Harvey (Principal)			Next Review Date: Sept 2018