

Staff Code of Conduct Policy

The Code of Conduct forms part of an employee's contract and should be viewed alongside the Contract Handbook. Failure to comply with these and the associated policies may result in disciplinary action being taken

This Policy is used in conjunction with "Guidance for safer working practice for those working with children and young people in education settings" (May 2019) and "Keeping Children Safe in Education" (Oct 2019).

Staff will view, and understand, these documents alongside the Staff Code of Conduct Policy

At Townsend Montessori Nurseries Limited we value the professionalism and individuality of our staff. We wish to ensure that the staff reflect the high standards of our nurseries and recognise that they represent the company when working alongside the children, parents/carers, other professionals and the public. We require all staff, volunteers and students to provide a positive model of behaviour by treating children, parents and one another with friendliness, care and courtesy. Staff are required to conduct themselves at all times in a professional and consistent manner.

Townsend Montessori Nurseries Limited asks that all staff follow the 'Team Values'

T = Trustworthy

M = Motivational

N = Nurturing

Members of staff are expected to display knowledge and understanding of safeguarding, multi-cultural issues and a commitment to treating all children as individuals and with equal concern and respect.

Members of staff will have regard for wearing appropriate clothes and shoes when working with children and with awareness of health and safety issues. (Please refer to Staff Dress Code and Health and Safety Policy)

Within each nursery space is available for staff to take breaks.

All staff are expected to treat everyone respectfully at all times. Under no circumstances should any disagreements between members of staff occur in the presence of children or parents/carers. No bullying, swearing, harassment or victimisation will be tolerated on the nursery premises. Offensive behaviour such as sexist or racist language or harassment will not be tolerated.

No smoking, alcohol or drug use is allowed on the setting premises. If staff are taking medication they must inform the Nursery Manager of this. (Please refer to the No Smoking Policy and Illness and Medication Policy and Procedure)

All staff are expected to disclose any convictions, cautions, court orders, reprimands and warnings which may affect their suitability to work with children (whether received before or during their employment at the setting). All staff are required to inform the manager if themselves or anyone living or working in their household has a disqualification. (Please refer to Safe Recruitment Policy)

Confidentiality

Staff have a right to privacy, as do children and their parents/carers. Personal details should not be discussed.

Staff will respect confidentiality by:

- Not discussing individual incidents, behaviour or information of 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.
- Only passing sensitive information, in written or oral form, to relevant people.
- Not disclosing any information from the setting to any others including friends and family.

(Please refer to Confidentiality Policy)

In circumstances where staff have good reason to believe that a child is at risk, or is likely to be at risk, of child abuse or neglect, the Safeguarding Policy and Procedure must be followed

If a staff member works within another Townsend Montessori Nurseries setting they must be aware that they must not share information regarding children and families between settings. If there are concerns about a child's protection please refer to the Safeguarding Policy and Procedure.

(Please Refer to Safeguarding Children Policy and Procedure)

Mobile Phones / Social Networking

All private mobile telephones should be switched off or on silent when in the nursery. Mobile phones must be stored in staff lockers during working hours and never used in the presence of children.

Smart watches must not be connected to WI-FI or Bluetooth during work hours so that texts and calls are not received. Any smart watches that have cameras are not to be worn within the nursery and must be stored in staff lockers.

Staff must not bring their own personal cameras on site or use their own camera for the purpose of taking nursery photographs.

We require our staff to be responsible and professional in their use of social networking sites in relation to any connection to the nursery, nursery staff, parents or children.

Staff must not post anything on to social networking sites such as Facebook that could be construed to have any impact on the nursery's reputation or relate to the nursery or any children attending the nursery in any way

Staff must not post anything on to social networking sites that could offend any other member of staff or parent using the nursery

The Family app must not be accessed out of hours on personal devices and is only to be used when attending the nursery for work purposes on the nursery device.

(Please refer to the Mobile Phone Policy)

Staff Meetings

The Manager will arrange regular staff meetings and room meetings where all staff are able to discuss and contribute in a positive manner. Staff are expected to attend these meetings so support the development of the nursery and their learning and knowledge

The Manager will encourage staff to contribute to the development and quality of the nursery and the activities provided.

All staff will have an annual appraisal and regular supervision meetings and will be encouraged to attend training courses to enhance their skills. (Please refer to Supervision Policy)

The Nursery Manager will make themselves available to all staff to discuss any concerns relating to the setting.

In addition to the policies and procedures referred to in this Code of Conduct, and the Contract Handbook, staff must also have due regard to the following policies and procedures:

- Absent and Lateness Management
- Alcohol and Substance Misuse
- Behaviour Management
- Inclusion and Equality
- Student Placement
- Whistleblowing

Staff must read, sign, date and follow all policies and procedures and implement them always. By signing policies staff are stating their understanding of the document. If staff have any questions regarding the policies and procedures they must inform their Nursery Manager.

This policy was adopted on	Date for review
26.3.21	March 2022

