



# All Saints Nursery School

## **Code of Conduct Policy**

Date written: [November 2022](#)

Date of last update: [October 2023](#)

Date agreed and ratified by [Trustees, November 2023](#)

Date of next full review: [November 2024](#)

# Code of Conduct Policy

## All Saints Nursery School

At All Saints Nursery it is YOUR responsibility to follow the Nursery policies and procedures whilst in training or employed by the Nursery School.

### Dress Code

Staff are asked to dress appropriately in the nursery, as inappropriate dress e.g. bare midriffs or very short skirts could cause offence to parents and visitors. Staff should wear Nursery T shirts unless permission is given otherwise by the manager. Summer uniform in hot weather will be reviewed. Heavy boots or shoes should not be worn whilst working with children. Hygiene, both personal and in work routines is essential. Long hair should be tied back. Staff should not have visible tattoos or body piercing or wear dangly or inappropriate jewelry.

### Behaviour

Staff must treat children, parents /carers, colleagues and other professionals with respect at all times.

All members of staff will be expected to behave with tact and confidentiality when talking to parents and visitors. Positive behaviour i.e. getting along with work colleagues and a pleasant manner during the working day is beneficial to everyone and reflects on the children's behaviour and a happy nursery environment. Staff must never show favouritism. Racist, sexist or any discriminatory behaviour or behaviour which may be construed as bullying is not permitted.

Staff must immediately report inappropriate behavior displayed by other members of staff, or any other person working with the children. For example, inappropriate sexual comments, excessive one to one attention beyond the requirements of their usual role and responsibilities or inappropriate taking or sharing of images.

### Medication /other substances

Staff will not be permitted into the nursery if there is any indication that they are under the influence of alcohol or substance misuse.

Smoking is not allowed at any time on Nursery premises (please refer to Non-Smoking Procedures)

Staff must record medical conditions on the health form and are responsible for **updating** this whenever necessary. If practitioners are taking medication which may affect their ability to care for the children, those practitioners should seek medical advice. They should only work directly with children if medical advice confirms that the medication is unlikely to impair their ability to look after children properly.

Medications should be kept in the lockers out of reach of the children at all times.

It is a disciplinary offence not to declare taking medications and/or not storing them correctly.

### Security

Members of staff need to fill in the signing in sheet when entering and leaving the building during the working day, together with times. They should inform the Manager of the day, when leaving the building.

The Nursery has an intercom entry system. Staff should check identity of any visitors using the intercom and then asking for identification before allowing them entry. They must be asked to sign the visitors book and signing in sheet, while the member of staff informs the manager of their presence.

## **Staff Meetings**

Staff meetings are held regularly (usually once every 2 weeks) and the staff are required to attend as many as possible, unless advised otherwise. Planning meetings are held daily.

Staff are required to attend appraisal and supervision meetings, as directed by the Manager.

## **Confidentiality and Work at home**

Staff must observe confidentiality at all times both inside and outside the setting. Staff must be aware of and abide by the settings Confidentiality and Information sharing policies and only share information appropriately and when required.

If you need to take children's progress files home, please be aware of confidentiality and data protection issues. Please ensure they are in a locked case at all times and other people/visitors/ members of the family do not have access to them. See procedures for taking learning journeys home.

## **Social networking sites**

Staff must operate safe internet usage both on and off the premises. They are not permitted to make any reference whatsoever to the setting or to the children and staff both past and present, on any social networking sites.

It is strongly recommended that members of staff do not accept parents or carers as friends on networking sites. This is to maintain professionalism and to prevent personal exchanges being overseen and misinterpreted.

## **Use of Phones**

See also photography policy.

The safety of children in the Nursery is paramount. Staff are not permitted to have a mobile phone in their possession whilst on duty at the setting.

All mobile phones are to be switched to silent and kept in the office, during session times, staff meetings and training sessions. They should never be used in front of parents or children. Absolutely no texting is allowed during session time with the children or at meetings.

No mobile phone camera or personal camera should ever be used within the Nursery.

Phones can be used during the lunchtime period only in the office area and the Nursery phone can be used at the Managers discretion. Families should be given the nursery land line number as an emergency contact.

## **Wages**

Wages are paid monthly into your bank account. It is your responsibility to complete the timesheet by the pay date.

## **Swapping of sessions**

Sessions must not be swapped without **first** speaking to the Manager or Deputy manager who will record the change in the Nursery Diary.

## **Time In Lieu**

Must be agreed by the Manager prior to taking or covering and recorded in Time In Lieu File, stating reason, dates and number of hours. The Manager will initial entries.

**Holiday**

Holiday should **not** be taken within Nursery Term Time, unless contractually obligated otherwise. Staff must complete a request form for time off in term time in exceptional circumstances. Staff receive 4 weeks holiday pay within wages, unless stated otherwise in their contract.

**Sickness**

Staff must inform the manager of the day (by telephone not text) before 8 am if they are sick and unable to come to work and by 4pm the same day if unable to return to work the next day. You are entitled to 1 of your working weeks sick pay.

**Punctuality**

It is your responsibility to know the sessions you are due to work. You must be ready to start work at 8.30 am prompt, unless contractually obligated otherwise.

**Disclosure**

**All staff must 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 Nursery). They will be required to complete a Disqualification Declaration.**

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_