

STAFF CODE OF CONDUCT POLICY

POLICY STATEMENT

At St. Eval Preschool, Staff are expected to follow our setting's policies and procedures at all times.

Procedures

Working in the setting:

It is our aim at St. Eval Pre-school to provide a friendly and respectful working environment for all staff, students and volunteers; where they are able to feel valued by their colleagues and be assured that any problems will be dealt with in an appropriate and professional manner.

Staff conduct has an impact on the learning environment for the children and staff should consider this at all times.

In order for this to be achieved, all staff have a responsibility to conduct themselves in the following manner:

- Always putting the needs of the children first
- All staff are responsible to safeguard and promote the welfare of children
- To adhere to the Pre-schools policies and procedures at all times
- Staff are responsible for nurturing and educating children as well as providing information and support to parents
- To respect their colleagues as individuals and be aware and considerate of their needs
- To work as a team and support each other
- To resolve issues and challenges promptly
- Never to talk derogatorily about another staff member
- To keep personal conversations to a minimum and hold them at appropriate times
- To value the ideas and contributions of all staff members
- Be willing to offer help and advice
- To work in a supportive and constructive manner that promotes teamwork and cohesion
- Ensure that actions and decisions are transparent at all times
- Respect confidentiality
- No smoking or vaping is permitted whilst on the premises
- Always display a positive attitude
- Communicate with the children in a positive kind and fair manner, adopting an appropriate tone
- Staff should dress appropriately for their job and promote a positive image.

Best practice guidelines in relation to the use of mobile phones and digital equipment:

- Staff mobile phones should not be carried on the person within the preschool. They should be stored in their bags in the cloakroom area
- The preschool telephone number should be used as the main point of contact for staff in an emergency – 01841 540076
- The use of mobile phones being carried on a person or used in preschool without the managers permission, may lead to a disciplinary procedure

- Personal phones should not be used to take photographs of the children
- It is the responsibility of all staff to delete photographs taken of the children with their work devices, on a regular basis
- It is the responsibility of the Management team to approve photographs for use on social media or on display boards