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**2.10 Staff Code of Conduct November 2020**

**Policy statement**

The purpose of this code of conduct is to provide a concise framework for safe professional practice and effective partnership between staff, management and parents and carers.This framework is underpinned by the setting’s policies, most substantially by 1.2 Safeguarding and Child Protection, 2.1 Employment, 2.4 Disciplinary Procedure, 7.1 Promoting Positive Behaviour

The Cygnets Milton Pre-School expects all members of staff to follow our Staff Code of Conduct, which sets out clear guidance on the standards of behaviour required from all our staff and volunteers. The guidance aims to encourage staff to meet the highest possible standards of Conduct. Pre-school staff are in a position of trust and influence as role models for the children in their care, and in accordance with this, staff and volunteers must demonstrate behaviour that demonstrates a good example to all users of the setting.

All pre-school staff and volunteers also have a responsibility to maintain their reputation and the reputation of the pre-school, both during and outside of working hours.

**Behaviour**

Our staff team are ambassadors for The Cygnets Milton Pre-School and we expect them to conduct themselves professionally at all times. Staff should treat anyone attending the pre-school (children, parents/carers and visitors) courteously and with respect. We also expect staff to value all of the children in the setting as individuals. Staff have a responsibility to maintain public confidence and must uphold high standards of personal conduct to do so: both within and outside of setting. Unacceptable behaviours are outlined in the Disciplinary policy. Swearing and abusive behaviour are not tolerated from anyone at the pre-school. If any member of staff exhibits such behaviours they will be subject to the pre-school’s disciplinary procedures. Staff must not do or say anything that might bring the Pre-School into disrepute.

Social media links such as ‘friend request’ from either, children, young people or parents who currently use the setting, should not be accept or sent by members of staff. The Milton Cygnets Pre School recognises that due to the close nature of the village community, staff may have existing social media links with parents or family members of children currently attending setting but new links should not be made during a child’s time at Pre School All communication with children and young people should always take place within clear and explicit professional boundaries. Staff should avoid any misinterpretation of their motives or any behaviour that could be construed as grooming. Failure to adhere to the rules and guidelines in this policy may be considered misconduct and could lead to disciplinary and /or criminal investigations.

**Dress code**

Whilst working at Pre-School, staff will need to assist in the setting up of the classrooms, prepare snack, facilitate craft activities, support and engage in outside play and engage in physical activities with the children. The clothing and footwear worn, should be chosen accordingly, taking into account comfort, health and safety, weather and practicality. Revealing or excessively tight clothing is not acceptable. Jewellery should be kept to a minimum and earring length kept short.

**Relations with parents**

Everyone working at The Cygnets Milton Pre-school should uphold the values of the setting. Staff should:

* Be approachable and friendly, while still being objective and professional and not blurring boundaries.
* Offer advice and support parents in a respectful way, including initiating possibly difficult discussions, directing parents to other relevant services and making appropriate referrals.
* Share the safeguarding policy with parents and how the information will be shared with professionals.
* Focus on the individual child, not make comparisons with other children or breach confidentiality.
* Recognise that practitioners have varying levels of influence and this power can be abused, particularly with socially vulnerable families.
* Intervene when you see a child or parent, being discriminated against or disempowered by another professional.
* Ensure all discussions regarding children or their parents are confidential and not discussed in their presence unless it is an open discussion and they then have equal opportunity to express themselves.
* Any differences of opinion between staff members or with parents should be discussed confidentially and away from the children.
* Avoid giving special attention or having favourite children or parents.

**Gifts**

There may be occasions when parents or pupils may wish to give a small token of appreciation to staff at festivities or the end of an academic year, for example, it is unacceptable to receive gifts on a regular basis.

* Personal gifts should not be given by staff to pupils and any reward to a child should be consistent with the Pre-School’s behaviour policy, recorded.
* If unsure of whether to accept a gift, please refer to the management.
* Not to judge on gifts received or quantity that may be given to other key persons.

**Physical contact**

In line with the Safeguarding and Child Protection Policy Milton Cygnets Pre-school staff have responsibility to safeguard and promote the welfare of children in their care.

* When physical contact is made with children, it should be in response to their needs at that time, of limited duration and appropriate to their age, stage of development, gender, ethnicity and background.
* Physical contact should never be secretive, for the gratification of the adult or represent a misuse of authority.
* Children are entitled to respect and privacy whilst personal care is taking place.

In cases where a child has a pre-existing safeguarding concern there may be particular behaviours that staff need to be aware of. In such cases, staff will be supported by the Designated Lead for child protection in their care for that child.

* Extra caution should be exercised where a child is known to have suffered previous abuse or neglect. Such experiences may sometimes make a child exceptionally needy and demanding of physical contact and staff should respond sensitively by deterring the child through helping them to understand the importance of personal boundaries.
* Any extreme attention-seeking or behaviour by pupils that makes staff feel uncomfortable should be reported to a manager

**Care, control and physical intervention**

The Promoting Positive Behaviour Policy outlines in detail the setting’s approach to managing behaviour in an appropriate way. The key principles for staff conduct are;

* The preschool is committed to the use of positive behaviour management and staff will not use any form of physical punishment, threats, sarcasm or demeaning comments to deal with unacceptable behaviour.
* When children need to be restrained for their own protection or the protection of others, this must only be undertaken in accordance with the Promoting Positive Behaviour Policy.
* Any such incidents and physical interventions will be recorded using a Physical incident form which will be shared with and signed by parents/carers

**Smoking, alcohol and drugs**

The setting’s Employment policy outlines expectations for staff conduct. In relation to medication or other substances.

* Staff are not permitted to smoke anywhere on the Pre School premises, including the front of the school gates.
* Staff are not permitted to bring alcohol or illegal drugs onto the premises. If a member of staff arrives at work under the influence of alcohol or drugs they will be asked to leave immediately and disciplinary action will be taken.
* If a member of staff is taking prescription drugs which might affect their ability to function effectively, they must inform the Manager immediately.
* Any prescribed medication needed by a staff member whilst at the pre-school, must be stored safely in the kitchen, out of reach and sight of the children attending the Pre-School

**Gross misconduct**

Staff will be dismissed without notice if they are found to have committed an act of gross misconduct. Examples of gross misconduct are outlined in the Disciplinary procedure and include, but are not restricted to:

* Serious breach of safeguarding policy
* Failing to comply with health and safety requirements
* Physical violence
* Ignoring a direct instruction given by the manager
* Persistent bullying, sexual or racial harassment
* Being unfit for work through alcohol or illegal drug use
* Theft, fraud or falsification of documents
* Being disqualified under the terms of the Statutory Framework for the Early Years Foundation Stage (Section 75 of the Childcare Act 2006) or the Children’s Act 1989

Any member of staff whose conduct falls short of this code of conduct will be subject to the disciplinary procedure

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| **This policy was adopted at a meeting of:** | | | | | *The Cygnets Milton Pre School* |
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| **held on:** | | | | | *09/11/2020* |
| **Signed on behalf of the**  **Management Committee / Proprietor:** | | | *Nat Johnson* | | |
| *Committee Chair* | | |
| **This policy was reviewed on:** | *04/10/2021* |  | | *Sarah Michael* | |
|  | *27th April 2022* |  | | *Lianne Stanford* | |
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