



PROFESSIONAL CODE OF CONDUCT

Safeguarding and Welfare requirements: 3.4-3.8

The Nursery recognises its responsibility to safeguard the children in its care at all times and the key role of the staff in implementing this responsibility. The conduct of staff must be exemplary and above reproach and encompasses the following.

Staff at all times **must** act in a professional, polite and appropriate manner in regards to actions, behaviour, attitude, speech and lifestyle befitting their position of trust and responsibility in the care and development of the children in their charge and their position within a team..

Staff must be familiar with and adhere to the Nursery's policies.

Staff must present themselves in a clean, smart and appropriately dressed manner at all times when at the Nursery. Staff will be provided with some required uniform- this will need to be looked after and kept clean at all times.

Staff must attend for work in a condition to carry out their duties in a fully competent, safe and stable manner free from the influence of drugs, alcohol, physical/emotional/ mental health needs or a preoccupation with personal life.

Staff must maintain a professional relationship with parents and guardians, the children in the care of the Nursery and their colleagues.

Each member of staff must recognise that Parents and Guardians need feedback regarding their children and that this must be given in an open, honest and friendly manner but that the relationship with parents and guardians must not become overly familiar such that it clouds the impartiality of their judgement and action.

The member of staff should avoid romantic or sexual relationships with parents or guardians outside of the Nursery to avoid any conflict of interest or undue favouring of a child. Where such a relationship arise the member of staff should immediately inform the Manager to discuss the action to be taken.

Where a member of staff finds that they have a prior close relationship to a child in the Nursery through such means as a family relationship or close friendship then the Manager

must be made aware of this immediately and may require the member of staff to change rooms to avoid any conflict of interest or risk of undue favouring of the child.

Each member of staff has a responsibility to report to the Manager any concerns they have regarding activities in the Nursery which they feel may be jeopardising the care of a child or the reputation of the Nursery. This may on occasions necessitate acting as a 'whistle-blower' in regard to the behaviour or actions of other members of staff. Such reports will be treated in the strictest confidence and discussed between the member of staff and the Manager in an open and constructive manner.

The above does not conflict with the member of staff's responsibility to maintain confidentiality of the personal information regarding the children within the Nursery and their Parents and Guardians with which the Nursery has been entrusted or becomes aware. Such information must not be disclosed to others outside the Nursery or to other Parents or Guardians or, above that necessary for the care of the children, to other members of staff

Any member of staff who becomes aware of any action they have taken or circumstances they find themselves in which could affect their ability to carry out their duties or bring the Nursery into adverse repute must report such matter to the Manager or Deputy Manager immediately.

Any member of staff found in breach of this policy may be subject to disciplinary action by the Nursery.