



Policies

STAFF CODE OF CONDUCT

Hatch Warren Under Fives and Kempshott Under Fives Preschool, will hereafter be referred to as the “Preschool”

The preschool is committed to promoting a positive working environment.

In return the setting expects honesty, loyalty and diligence from its staff.

- All members of staff are expected to conduct themselves at all times in a professional, courteous, helpful, warm and consistent manner.
- 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 an awareness of health and safety issues.
- Mobile phones are allowed on the settings premises, within our lockable tin during the day, but must not be used outside of the kitchen area when in use during lunch breaks.
- The manager will ensure that space is made during the working day for staff to take lunchbreaks, ensuring that no staff exceeds the legal limit of six hours consecutive work without a break.
- Under no circumstances should any arguments or disagreements between members of staff occur in the presence of children or parents/carers.
- No smoking, alcohol or drug use is allowed on the setting premises.
- No bullying, swearing, harassment or victimisation will be tolerated on the settings premises.
- Offensive behaviour such as sexist or racist language or harassment will not be tolerated.
- All staff are expected to treat everyone respectfully at all times and inappropriate behaviour may lead to disciplinary action.
- 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).

Confidentiality

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

The Preschool Operations Manager, Manager, staff and volunteers and any other individual associated with the running or management of the setting 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 preschool to any others including friends and family.

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 will override confidentiality on a 'need to know' basis.

Staff failing to show due regard for confidentiality will be liable to disciplinary action under the provisions of the Staff Disciplinary and Grievance Procedure policy.

This policy was adopted at a meeting of the preschool held on:

Signed on behalf of the preschool: _____